**JOB DESCRIPTION**

**POST:** Creative Technician - Visual Effects

**LOCATION:** Hartlepool

**LINE MANAGER:** Head of Faculty

**JOB PURPOSE:**

To provide technical support, instruction, practical demonstration and supervision to students in the use of the relevant software and hardware associated with contemporary moving image for screen. This includes independent technical demonstration and instruction as well as assisting academic staff during practical sessions. Duties will also include maintenance of equipment in designated areas, upkeep of relevant stock levels and the maintaining and supervising of the safe and efficient operation of the teaching areas. The role will also provide effective and efficient technical support and demonstrations across the wider range of programmes within the faculty and school as directed by the Line Manager. It is expected that Creative Technician posts are timetabled by the Line Manager on an individual basis. The role will also include research and development within the specialism, feeding in to programme development and ensuring that technical aspects are in line with industry standards.

# PRINCIPAL DUTIES

1. To oversee and maintain areas where required and to provide specialist technical support and supervision.
2. To plan and carry out effectively and efficiently a programme of induction, demonstration, maintenance and supervision, including production of resources.
3. To ensure that all procedures in respect of the preparation, ordering and setting-up of all equipment and materials for use by lecturers and students are carried out on time to meet timetable commitments and any other deadlines.
4. To ensure that all necessary maintenance procedures for equipment and materials are carried out regularly and that any faults are diagnosed quickly and appropriate action is taken.
5. To provide guidance, support and instruction to students and academic staff on the correct technical use of equipment and materials in accordance with safe and approved practice.
6. To provide technical support and assistance throughout the School with regard to handling, setting-up, maintenance and storage of all technical equipment and materials.
7. Working with staff to provide samples/teaching materials for sessions.
8. Provide students with technical and material assistance during open access sessions.
9. Working across programmes to facilitate technical aspects of collaborative projects.
10. Working with external partners, guest lecturers and live clients to support technical aspects of student opportunities and activities.
11. To attend to all such matters as related to the secure, safe and efficient operation of the workshops as required including:
12. Budget control within agreed spending limits.
13. Advising on the purchase of equipment.
14. Ordering and stock control of equipment and materials.
15. Effective and efficient organisation and maintenance of designated areas in order to meet changing curricula needs.
16. Maintenance of a safe, health and secure working environment.
17. Monitoring of health and safety standards and systems within designated areas.
18. To facilitate the configuring of studios and exhibitions and any other such duties as might be required from time to time commensurate with the level of the post.
19. To help where appropriate and safe to do so, in moving equipment and classroom materials in the preparation of areas for student delivery.
20. Organise teaching space each semester to ensure appropriate equipment is available.
21. To review and report annually with the Head of Faculty the relevance of equipment materials and skills delivered by the programme team to current industry thinking and practice.
22. To ensure that any scholarly activity or research undertaken informs curriculum development and the cognitive, technical or practical skills of students or staff.
23. Contribute technical knowledge and understanding to the development, validation and review of programme/s of study.
24. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

# DIMENSIONS

The post-holder will be one of a number of Technical Staff providing general and specialist assistance across the full range of School functions and sites. The team will include technician / demonstrators and creative technicians, as deemed necessary by the School management.

# A Line manager will be appointed for day to day functioning within the post. From time to time it is anticipated that variations of working patterns, for example cross School teamwork on projects, will be required. These will be at the request of the Principal or designate Senior Manager.

# RELATIONSHIPS WITH OTHERS

 INTERNAL

All colleagues and students within the School as a whole, including attendance at and involvement in staff meetings as appropriate.

 EXTERNAL

Contractors, Creative Partners and Suppliers as required.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Faculty Leader, the Director of Scholarly Activity & Research, Head of Visual Arts, or the Vice Principal (Higher Education).
* This list is not exhaustive and is only an indication of responsibilities.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

**Person Specification**

Creative Technician

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| 5 GCSEs including English & Maths | Y |  | Y |  | Y |
| BA / HND (or equivalent) or other relevant equivalent qualification | Y |  | Y |  | Y |
|  |  |  |  |  |  |
| Experience/knowledge |  |  |  |  |  |
| Broad working knowledge of Visual Effects within film/TV production | Y |  | Y | Y | Y |
| Specialist knowledge of software including but not limited to Unreal Engine | Y |  | Y | Y |  |
| Ability to present, demonstrate and instruct independently, as well as part of a team. | Y |  | Y | Y | Y |
| Good general IT skills including MS Office (Word, Excel, Access), use of e-mail. | Y |  | Y |  |  |
| Experience of producing Visual Effects for creative projects |  | Y | Y | Y | Y |
| Experience of providing support for, or delivering workshops in Visual Effects or associated subjects |  | Y | Y | Y | Y |
| Knowledge of specialist ICT such as computing and storage |  | Y | Y |  | Y |
| **Skills and abilities** |  |  |  |  |  |
| Able to demonstrate a genuine interest in Visual Effects | Y |  | Y | Y | Y |
| Able to demonstrate currency of skills and knowledge | Y |  | Y | Y | Y |
| Excellent visual and verbal communication skills | Y |  |  | Y | Y |
| Effective interpersonal skills - able to relate to student and staff from various backgrounds and with varying degrees of knowledge | Y |  |  | Y | Y |
| Good tact and diplomacy | Y |  |  | Y | Y |
| Excellent team player | Y |  | Y | Y | Y |
| Ability to remain impartial when dealing with students, acting as a member of the course team | Y |  |  | Y | Y |
| Excellent organisational skills with the ability to prioritise and plan a workload to pre-empt problems | Y |  |  | Y | Y |
| An innovative thinker with the ability to suggest and then initiate creative solutions | Y |  |  | Y | Y |
| Adaptable and flexible to ensure service delivery meets service needs | Y |  |  | Y | Y |
| Committed to regular updating of skills and knowledge | Y |  | Y |  | Y |