

JOB DESCRIPTION

Note: This Job Description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Job Title:	Graduate Technician – Production assistant/Coordinator Film & Television
Reports to:	Team Leader
Grade:	NG2
Site:	Harrow

PURPOSE

To support the TV and Film facilities, teaching staff, and assist students working within the school.

PRINCIPAL ACCOUNTABILITIES

- Maintaining a list of M Block productions, crew lists, production drives and the progress of the productions through the green light process.
- Liaising with van and equipment rental facilities as requested by colleagues.
- Minute taking and administering the shared team calendars for production and meetings.
- Assisting in the collection of induction attendance records.
- In-class edit support to a basic level and assisting in the setup and testing of computer rooms in preparation for software workshop delivery.
- Assisting in the capture, ingest, export and conversion of video material for archives, studio productions, screenings, and deadline submission.
- Assisting students and staff members in the curation and preparation of crit and screening material within the university screening facilities and in particular, the dubbing theatre.

- Supporting in the administration and organisation of short courses such as taking an active role in the remote AVID MC101 editing course.

CONTEXT

- The post holder will be expected to utilise their specialist skills to deliver a responsive service to students and staff of DCDI courses.
- The post is intended for recent students with a good practical grasp of Avid and other associated process.
- A willingness to engage with the creative and practical aspirations of students is essential, in order to guide them appropriately in the context of course learning outcomes.

DIMENSIONS

To support TV and Film production within DCDI with special reference to DCDI TV and Film courses.

Occasional support for external productions events on and off-campus.

- Providing a quality service to students and academic staff.
- Maintenance of equipment and good housekeeping.
- The post holder may be expected to work extended hours or during evenings/weekends for events, degree shows or other related work.
- There may be restrictions on taking annual leave during busy periods and during term time.

PERSON SPECIFICATION

Essential	Desirable
QUALIFICATIONS	
GCSE's or equivalent qualifications including Maths and English	Evidence of training in the principles of occupational health and safety
TRAINING AND EXPERIENCE	
<p>Recent experience studying at a University, at Undergraduate or post graduate level, ideally in a relevant subject.</p> <p>Knowledge and experience of film or television production, gained in Higher Education or industry.</p> <p>Awareness of the Data Protection Act and familiarity with the requirements for handling sensitive confidential information</p> <p>Established IT skills specifically MS Office (especially Excel, Word and PPT) package and relevant music packages.</p>	<p>Previous experience as Editor, DIT or file wrangler or previous experience as a Producer or Self Shooting Film Maker.</p> <p>Experience in customer facing role.</p> <p>Experience assisting in a classroom environment.</p> <p>Experience troubleshooting I.T. issues.</p>
ATTRIBUTES & ABILITIES	
<p>Must share and exemplify the University's values in relation to professional excellence, customer service and diversity at all times in dealing with others.</p> <p>Ability to guide and assist groups of students.</p> <p>Comfortable working both in a tightly knit team, and individually on their own discrete portfolio of work.</p> <p>Preference for openness and transparency.</p> <p>Ability to be well organised, prioritise and work to deadlines.</p>	

<p>High standard of communication and interpersonal skills, oral and in writing.</p> <p>Ability to establish good working relationships with staff, students and external bodies.</p> <p>Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks.</p> <p>Good numeracy skills</p> <p>Strong attention to detail</p>	
PERSONAL ATTRIBUTES	
<p>Creativity and initiative</p> <p>Flexibility and patience</p> <p>Good interpersonal skills</p> <p>Keen to take responsibility</p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	