



Required to start as soon as possible

Media and Arts Technician

We are seeking to appoint a suitably qualified and experienced technician to work in our well-equipped and busy Media and Arts Departments.

This is a permanent position, working 37 hours a week, 42 weeks a year (term time only plus 16 days). Daily start and finish times generally fall between 08:00-16.30 with the potential for a later finish of 18:00 on one day.

The successful candidate will join the Media and Arts Technician team, which is managed by the Media and Arts Technician Manager. On a day-to-day basis they will work to the requirements of the Heads of Media and Performing Arts and Visual Arts Departments (in liaison with the Media and Arts Technician Manager).

Pay, pensions and safeguarding

The pro rata salary for this post is £19,101 per annum and includes 5 weeks of holiday pay. This is based on spine point 26 within grade 5 of the support staff pay spine for which the full time starting salary is £21,133 per annum rising to £23,170 per annum over four years subject to satisfactory performance.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.8% of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

The post

The person appointed will primarily be responsible for supporting the practical work across the whole Media and Visual Arts areas and College wide AV provision. There will be a requirement at times to help the Performing Arts Technician so knowledge in sound and lighting technology would be beneficial.

There is a need for some flexibility in working patterns (by prior arrangement) as there are times when later finishes are required to support evening performances (currently 12 evenings, 5 of which are at weekends). Where extra hours are worked, equal time will be given off in lieu at agreed times.

Although the schedule of work is largely directed by the demands of the student's practical work, there is a need for the technician to work independently and manage their own time effectively. The main duties are described in the job description below.

There will be opportunities for individual training and development, which is encouraged through the college induction and staff development programmes.

HOW TO APPLY

For details of how to submit your application, please visit our website
<https://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies>

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</p>

The deadline for receipt of applications is **9:00am on Friday 2 November 2018**

Interviews will take place on **Monday 12 November 2018**

For applicants who are invited to the selection process there will be ample opportunity to learn more about our provision and needs through discussions with staff.

October 2018

JOB DESCRIPTION

POST TITLE: Media and Arts Technician

RESPONSIBLE TO: The Media and Arts Technician Manager

GRADE 5: 37 hours per week, 42 weeks per year

MAIN RESPONSIBILITIES:

The technician will be primarily responsible for supporting the practical work across the Media and Arts Department (focussing support particularly on the Media, Music and Visual Arts courses) and college-wide AV provision.

SPECIAL CONDITIONS:

Although most work is within the normal College working day, the post involves a requirement to support student practical work in late afternoon, twilight and evening sessions (some weekends)

SPECIFIC DUTIES:

- Maintain resource levels and troubleshoot technical problems to ensure the learning areas are prepared for each session
- Ensure equipment is ready for use, safe and functional
- Support students and staff with technical aspects of their Media, Music and Arts coursework, assisting teachers through 1:1 or group demonstrations and advice (including some occasional evening/weekend work with prior notice)
- Preparation of Visual Arts resources such as cutting mount boards and fabrics, preparation of print screens and inks
- Maintain effective and efficient storage of student work
- Preparation and maintenance of Darkroom and film stock
- Use of multi-media and music software such as Premiere Pro, Photoshop, Dreamweaver & Sibelius
- Put up display screens working in teams (involves some lifting). Set up and take down display work and assist in the mounting of exhibition work, e.g. Open Evenings and end of year show.
- Work together with the other Technicians with the setup and running of shared projects such as College productions and MPA shows
- Produce and maintain technical documentation and online guide material for staff and students
- The support and provision of audio-visual resources College wide and external let setups
- Maintain a tidy and safe environment in all work areas and maintain Health & Safety documents
- Carry out admin processes such as use of equipment loan systems and inventories
- Shared responsibility of technical resources, locking up resource areas and maintaining security of equipment
- Other duties of a technical nature related to this work or in other areas of the college

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

JOB TITLE: Media and Arts Technician
DEPARTMENT: Visual Arts/Media and Performing Arts
RESPONSIBLE TO: Media and Arts Technician Manager

	Essential	Desirable	Method of assessment
Education and experience			
1. Educated to at least GCE A level in an arts/multimedia related field with at least 6 months experience of working in an organised art/multi-media environment OR at least two years relevant experience working in an arts/multi-media environment	✓		Application/Reference/Certificates
Skills in the following areas			
2. Use of audio visual and music hardware including digital cameras, lighting and digital audio recording and mixing equipment	✓		Application / Interview
3. Practical art and textiles skills and the ability to adapt and develop materials and techniques. Practical photographic skills	✓		Application / Interview
4. Competent in the use of IT software and hardware - experience in the use of Microsoft Office applications, with basic printer/computer management and trouble shooting skills.	✓		Application / Interview / Assessment
5. Creative use of digital editing systems and multi-media and music software such as Adobe Creative Cloud Creative Suite	✓		Application / Interview / Assessment
6. Minor repairs and adaptations of equipment.	✓		Application / Interview
7. Organising materials, equipment, resources.	✓		Application / Interview
Knowledge and experience and ability to:			
8. Organise time effectively, including prioritising requests.	✓		Application / Interview
9. Communicate effectively in 1:1 or small group situations in order to explain a technique or concept.	✓		Application / Interview
10. Work positively in team and independent environments	✓		Application / Interview
11. Work flexibly with the availability to work late afternoons and evenings (some at weekend) to support rehearsals, performances and student practical work when required.	✓		Application / Interview
12. An understanding of the principles of Health and Safety in a Media and Arts environment and the ability to manually lift and handle reasonably heavy objects and materials (lights, P.A. etc.).	✓		Application / Interview / Assessment
Other			
13. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	✓		Application / Interview
14. An understanding of and commitment to the values given in the BHASVIC Code of Conduct, the BHASVIC Equality and Diversity Policy and the Race Equality policy.	✓		Application / Interview
15. An understanding of Safeguarding and a commitment to create a safe learning environment.	✓		Application / Interview
Desirable			
16. Previous experience as a technician in an educational environment. (This is not an essential pre-requisite but we do expect an interest in education and empathy with young people studying performing arts at sixth form level).		✓	Application / Interview/Certificates
17. Theatre lighting skills		✓	Application / Interview