UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Technician in Creative Media Practice

School of Media and Communication, Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£29,588 - £33,002 p.a. depending on experience)

Reporting to: Lead Technician

Reference: AHCMC1138

Available as: 12 months fixed term contract

Location: Central Campus

We are open to discussing flexible working arrangements.

Technician in Creative Media Practice,
School of Media and Communication,
Faculty of Arts, Humanities and Cultures

Overview of the Role

Are you a well organised and adaptable individual, with strong communication skills, committed to delivering an excellent student experience? Do you have experience of creative technical media practice in industry or a media learning environment, and supporting staff and students with their use of creative media technologies (audio, visual, digital)? Are you committed to supporting academic excellence?

The School of Media and Communication at the University of Leeds is a highly ranked department with a vibrant research culture and a commitment to excellence in teaching.

The School seeks to appoint a motivated and proactive Creative Media Practice Technician. With hands-on experience of media production, you will work collaboratively with staff, team members and students to support the smooth delivery of all our media practice-based programmes, including film, photography and media, digital media and journalism. The postholder will support the operation and development of media production, photographic, audio-visual and digital media environments, ensuring students and staff have access to high-quality technical resources, equipment, facilities and expertise. The role contributes to the effective delivery of practical teaching, supports research and engagement activities, maintains specialist facilities and equipment, and promotes safe and innovative media practice across the School.

You will have excellent communication skills and the enthusiasm to deliver an exceptional student and staff experience. You will be well organised, with excellent attention to detail and a flexible approach to work. You will be able to multi-task and effectively prioritise tasks to meet competing deadlines.





Main duties and responsibilities

As a Technician in Creative Media Practice your main duties will include:

- Acting as a point of expertise in photographic and film based media and providing support to the School in this field;
- Providing skilled technical support to students, staff and researchers in the proper use of the School's lens-based production hardware, software and facilities;
- Assisting with the maintenance and up-keep of the School's studios and teaching spaces, ensuring their ready availability for learning and teaching activity;
- Delivering skills-based inductions and demonstrations to learners in the use of specialist software and hardware;
- Assisting in the loan and retrieval of equipment from the School's equipment hub;
- Assisting in monitoring the equipment inventory, maintenance and scheduling;
- Assisting with the maintenance and layout of rooms and the movement of equipment within the School of Media and Communication;
- Monitoring and providing guidance on University Health & Safety guidelines when working in practice-based teaching and learning spaces, especially when electrical, video, lighting, grip or sound equipment is in use;
- Building effective working relationships and contributing experience, support and advice to colleagues within the School and its external partners;
- Contributing to team decisions and being proactive in making suggestions for service improvement;
- Demonstrating a commitment to ongoing professional and personal development.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

As a Technician in Creative Media Practice you will have:

- A degree in a relevant discipline or equivalent professional experience;
- Professional knowledge and experience of operating specialist hardware and software (e.g. Adobe Creative Suite) in a media environment;
- Professional knowledge and experience of lighting for media production;
- Practical experience supporting others in the set up and use of video and/or photographic equipment, software, lighting and facilities;
- The ability to analyse and solve problems, using initiative and guidance, and the capability to identify and suggest improvements to service provision;
- A flexible and adaptable approach, with a commitment to seeking development and learning opportunities and the ability to keep up to date with new processes, information and systems;
- An understanding of the needs of colleagues and/or students from different backgrounds and cultures;
- Excellent communication skills; able to work positively with staff and students at all levels and to work effectively and recognising the importance of collaborative working;
- Excellent organisational and time management skills, with the ability to work independently and proactively and organise and prioritise your own workload to meet deadlines and conflicting demands.

You may also have:

- Experience of Blackmagic, Sony and / or Canon cameras;
- Software skills in Da Vinci Resolve or Audacity;
- Experience of working with analogue cameras and in darkroom environments;
- Experience using Olympus, Bronica or Mamiya/Phase One camera systems.



How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Alex Vann – Faculty Technical Services Manager
Email a.r.vann@leeds.ac.uk

Additional information

Our commitment to inclusion

As an international research-intensive university with a strong commitment to student education, we aim to create an inclusive environment that attracts, supports and retains the best students and staff from all backgrounds and from across the world. In line with this vision, the Faculty of Arts, Humanities and Cultures is committed to fostering a culture of inclusion, respect and equality of opportunity. We select candidates on the basis of merit and ability, and aspire to further diversify our Faculty community. We particularly welcome and encourage applications from candidates belonging to groups that have been under-represented in the University including, but not limited to: Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.





Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any ‘unspent’ criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.



