

## JOB DESCRIPTION

JOB TITLE:	Media Technician
DIRECTORATE:	Curriculum & Students
DEPARTMENT:	Creative Design Technician
RESPONSIBLE TO:	Head of Department
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To provide support to students and staff and assist in the day to day running of the Media Workshops

### MAIN TASKS AND RESPONSIBILITIES:

- 1. Preparation for practical sessions and Technical support for Art and Design and Media.**
- 2. Maintenance and repair of equipment**
- 3. Miscellaneous duties**
- 4. General responsibilities**

#### **1. Preparation for practical sessions and Technical support**

- 1.1 Liaises with staff to ensure technical support for practical sessions within support for practical sessions within Art and Design and Media classes.
- 1.2 Supports staff and student use of media and art equipment, including students' independent use of workshop facilities.
- 1.3 As required demonstrates the safe operation and use of media and art equipment.
- 1.4 Monitor the issue and return of tools and equipment to staff and students.
- 1.5 Set up equipment ready for practical demonstrations by teaching staff.

- 1.6 Operates all relevant equipment within the Art and Design and Media area editing equipment.

## **2. Maintenance and repair of equipment**

- 2.1 Maintain workshops, studios, furniture and equipment, ensuring their good working order.
- 2.2 Investigate faulty equipment where necessary and carry out basic repairs, reporting more complex repairs to the senior technician.
- 2.3 Maintain the dark room, including the mixing of chemicals and supervise any open access times if required.
- 2.4 Maintain inventories of art and design equipment and ensure safe storage of items.
- 2.5 Provides frontline maintenance to a range of equipment including colour television receivers, video recording equipment, camcorders and associated equipment.

## **3. Miscellaneous duties**

- 3.1 As directed by teaching staff, assist with the supervision of students in work areas for reasons of safety and security.
- 3.2 Carry out all associated administrative duties and assist with the maintenance of stock, records, etc.
- 3.3 Bring to the attention of the senior technician the requirement to order new supplies of materials and equipment.
- 3.4 Assist with the receipt and safe storage of deliveries of supplies to the Art and Design and Media curriculum area.
- 3.5 Assist with the mounting and displaying of exhibitions of Art and Design and Media work.
- 3.6 Register students at the beginning of lessons when staff are late or absent.
- 3.7 Selling of materials to students as required.
- 3.8 Provide practical and technical advice to students to assist them with their work.

- 3.9 Assess students in workshop competency to enable them to use equipment satisfactorily.

#### **4. General responsibilities**

- 4.1 Takes responsibility for safeguarding and promoting the welfare of children.
- 4.2 Contribute to the attainment of the College's strategic objectives as and when appropriate.
- 4.3 Comply with all College policies, practices and procedures, in particular ensure that the requirements of Health and Safety at Work legislation are adhered to.
- 4.4 Take responsibility for personal development, attend conventions, conferences and other similar activities and updating events.
- 4.5 Participate in the staff development and appraisal schemes.
- 4.6 Undertake the duties of the Fire Marshall in your workplace and adjacent areas.
- 4.7 Undertake such duties as may be reasonably required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment that the College provides services.

**NB** In consultation with you this job description may be liable to variation by College managers to reflect or anticipate changes in the College requirements.