

Sound and Media Technician – Learning and Information Services – Grade E

Job Description

Purpose

To provide technical and operational support to the teaching of sound design and media related activities and events requiring technical services across all areas of University business activity.

Duties

1. To provide technical support for recording studios and media studios, ensuring effective and efficient use of resources.
2. To prepare, set out/rig and clear away technical resource facilities for use by students and staff.
3. To provide help, support, guidance and advice, for example through demonstrations or inductions to staff and/or students in a group or individually, on the use of equipment and the skills, techniques and procedures associated with the practical use of technical resource facilities.
4. To be responsible for fault reporting, maintenance and development of equipment and facilities, including daily checks, ensuring they are maintained in a safe, clean, secure and tidy condition.
5. To deputise for the Senior Technician as required.
6. To support the Senior Technicians and Technical Manager in liaison with academic and service staff to monitor and develop the service in line with academic requirements and University objectives.
7. To support and undertake installations and reconfiguration of equipment and/or relevant software, including the introduction of new technologies, procedures and practices.
8. To coordinate stock checks and inventory management activities in line with University procedures including administrative tasks relating to the procurement and disposal of inventory assets.
9. To ensure appropriate records and logs are kept, by implementing Health, Safety and waste disposal procedures according to University guidelines. To advise the relevant line manager or named responsible individual of any risks to or breaches of these procedures.
10. To assist with and carrying out Health and Safety risk assessments for designated facilities as required.

11. To assist staff and students undertaking research, exhibitions and knowledge transfer/income generating activities.
12. To work on specific technical projects as the business requires.
13. To demonstrate and provide a consistently high level of customer service to staff and students.
14. To demonstrate flexibility and commitment to the University and LIS mission statements, policies and development plans.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Recent experience of professional practice in audio technology across multiple disciplines of media, such as audio recording, editing, mixing and related technologies and experience of using relevant industry software titles (Application/Interview).
- Installation and operation of studio equipment and the ability to demonstrate the use of these technologies and techniques to individuals or small groups of students (Application/Interview).
- Ability to troubleshoot on a MacOS operating system and to resolve operational issues relating to both hardware and software applications (Application/Interview).
- A range of GCSE's including Maths & English GCSE Grade C/ 4 or above (or equivalent) (Application).
- Understanding of Health and Safety procedures with respect to the work environment and the ability to work safely at all times (Application/Interview).
- Experience in a customer facing technical support role with good customer service and communication skills both written and verbal (Application/Interview).
- Ability to work with initiative and independently and to work co-operatively within a team, as well as the ability to prioritise workloads, meet deadlines and see tasks through to completion (Application/Interview).
- Ability to provide manual handling to varying weights and sizes (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Recent experience of the live technical operation of audio in the context of theatre/live event performances and the ability to use and support live performance equipment (e.g. lighting and sound) and studio/theatre facilities (Application/Interview).
- Experience of equipment maintenance and associated soldering skills linked to cable production and repair (Application/Interview).
- Experience of carrying out risk assessments and other relevant Health & Safety processes and policies (Application/Interview).
- Relevant Health & Safety qualification (Application).