HARROGATE COLLEGE | Keighley College | LEEDS CITY COLLEGE | LEEDS CONSERVATOIRE | Leeds Sixth Form College | Pudsey Sixth Form College | University Centre Leeds

luminate EDUCATION GROUP

Job Description

Group Member:		University Centre Leeds	
Job Title:		Digital Technician and Content Creator – Creative Arts	
Reports to:		Programme Manager	
Job Grade	C	**Department**	Creative Arts

SPECIFIC ROLE RESPONSIBILITIES:

1. Support learners to produce work using specialist digital techniques.
2. Demonstrate technical techniques, technology, software and equipment to students as required by teaching staff to support study programmes.
3. Prepare and maintain the facilities and equipment to a high standard and ensure that the area and learners are compliant with all relevant Health and Safety Legislation including COSHH regulations.
4. Maintain and organise teaching spaces in relation to curriculum need.
5. Introduce new techniques and technologies relevant to subject area.
6. Prepare facilities and equipment for teaching.
7. Provide printing services for students
8. Create web content and marketing materials to promote the different subject areas
9. Oversee social media content and posts
10. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Assist in the delivery of the technical elements as directed by teaching members of staff.
2. Order consumables and equipment for curriculum area.
3. Oversee the technical aspects of students work and use of specialist resources and equipment across the curriculum.
4. Liaise with stakeholders and external practitioners.
5. Keep abreast of new technologies and demonstrate new equipment to students.
6. Facilitate small groups of students in technical workshops and support independent learning sessions.
7. Check out equipment using loans service to students and staff.
8. Maintain equipment in stores
9. Support promotional activities
10. Any other duties that are specific to the department.

DEPARTMENTAL RESPONSIBILITIES:

Creative Arts

1. Support students to create digital content for a range of contexts such as podcasting, photography and moving image
2. Support curriculum staff in technical aspects of practical sessions.
3. Maintain stock and the general upkeep of the stores and studio spaces to ensure resources are available for students and curriculum staff. Provide technical support for students working independently.

4. Lead on the technical aspects of public exhibitions
5. Support maintenance and use of specialist equipment including photography studios, acting studios and art/digital rooms

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

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Person Specification

Job Title:	Digital Technician and Content Creator – Creative Arts

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	GCSEs including English and Maths (or equivalent qualifications) at Grade 4 /C or above	A / C
D	A relevant qualification in digital media	A / C
D	An IT qualification	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. A current creative practice with a public outlet or relevant industry experience	A / I
E	EK2. Experience working with students both independently and as a group	A / I
E	EK3. Experience demonstrating specialist skills and techniques to groups of students	A / I
D	EK4. Experience of working professionally in the creative industries	A / I
E	EK6. Knowledge of PC, Mac OS X and Apple Mac Computers	A / I

D	EK7. Knowledge of the technical aspects of setting up exhibitions or performances	A / I
E	EK8. Experience and knowledge of content creation and promotion	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Ability to set up, maintain and operate specialist facilities and equipment	A / I
E	SC2. Excellent Organisational Skills	A / I
E	SC3. Ability to work in a team or independently	A / I
E	SC4. Ability to work to tight and conflicting deadlines whilst maintaining a positive outlook	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I