

<b>AV Technician</b>	
<b>Accountable to: Dean</b>	<b>Department: Curriculum</b>
<b>Direct Reports: N/A</b>	<b>Location: Wandsworth or Wigan</b>
<b>Key Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To assist, where required, in all ALRA's recorded media work. Such duties may include (but not exclusively): production coordination, equipment checks, setting up AV equipment, and ensuring AV equipment is in place on time</li> <li>• To assist, where required, in the production of all course related audio and film/TV projects including editing and final output including familiarisation with non-linear editing systems</li> <li>• To edit the 3<sup>rd</sup> Year BA and MA film showreel scenes within agreed timelines</li> <li>• To film and edit the 3<sup>rd</sup> Year BA and MA Self-Tapes, in collaboration with the marketing team and the faculty</li> <li>• To liaise with staff in the relevant campus, working in a collaborative way ensuring working practices are mirrored at both sites</li> <li>• To assist where appropriate in the training of ALRA staff and students in the available equipment</li> <li>• To book in/out AV equipment for student use</li> <li>• To ensure any damage to the equipment and/or studio is reported in a timely fashion, minimising any disruption to teaching/ project work</li> <li>• Ensuring that assessments are recorded and archived online</li> <li>• Keeping all recorded media areas clean and tidy, adhering to the health and safety requirements of the spaces</li> <li>• To ensure related consumables are well stocked and replenished regularly, that all storage drives are clearly labelled</li> <li>• To follow safe working procedures</li> <li>• To work with the Executive Committee to implement the company's policies and goals</li> <li>• To regularly test all equipment ensuring it is fit for purpose and to maintain a log of such checks</li> </ul>	
<b>Other:</b>	
<ul style="list-style-type: none"> <li>• Attend ALRA meetings as outlined in ALRA's meeting structured</li> <li>• To undertake other duties as may reasonably be required by the Executive Committee</li> </ul>	

## AV Technician

The above responsibilities describe the present requirements of the role and are subject to change in the light of ALRA's ongoing development. They may be varied or added to following consultation between the Board of Trustees and the Principal.

Person Specification		
	Requirement	How assessed
<b>1</b>	<b>Qualifications</b>	
	<ul style="list-style-type: none"> <li>An undergraduate qualification in a related field</li> </ul>	Application
<b>2</b>	<b>Experience</b>	
	<ul style="list-style-type: none"> <li>Experience of working in an educational environment (desirable)</li> <li>Experience of undertaking the duties highlighted above</li> </ul>	Application/Interview
<b>3</b>	<b>Skills and Attributes</b>	
	<ul style="list-style-type: none"> <li>Attention to detail and exceptional organisational skills</li> <li>Ability to accept criticism and work well under pressure</li> </ul>	Interview
<b>4</b>	<b>Knowledge and Understanding</b>	
	<ul style="list-style-type: none"> <li>Fluent with Adobe Premier Pro</li> <li>A working knowledge of other Adobe software such as Audition and Photoshop</li> <li>An understanding of Logic Pro and other sound recording software to a basic level</li> <li>A working knowledge of film production equipment – camera, lighting and sound recording</li> </ul>	Application/Interview