

Post Details		Last Updated: 17/8/22	
Faculty/Administrative/Service Department	FASS Guildford School of Acting		
Job Title	Performing Arts Technician (Video and Digital)		
Job Family	Technical and Experimental	Job Level	3
Responsible to	Theatre Technical Manager		
Responsible for (Staff)	N/A		
Job Purpose Statement			
<p>To provide technical expertise to support the delivery of programmes at the Guildford School of Acting, particularly the degree and postgraduate programmes in Technical Theatre. This role will support students and staff in the development and application of appropriate skills and capabilities, in order to assist the realisation of GSA theatre productions, other public arts events, research events, student society events, open days, conferences, lectures and meetings.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Design, plan and realise technical set-up/installation, video design and camera-related work in University and external venues, liaising with in-house and freelance project directors. 2. Assist in the delivery of taught elements of relevant modules by providing equipment and demonstrating its use (in both broadcast media and video for performance). 3. Supervise, demonstrate and mentor students and freelance staff with regards to video and camera equipment used with in the various GSA programmes and productions. 4. Management of all GSA video and camera equipment, consumables, the GSA booking system and AV budget. Whilst planning and implementing modifications for the development of future programmes or working practises. 5. Ensure the safety and compliance of GSA video and camera equipment. Develop and managing risk assessments for its use, whilst adhering to and enforcing University Health and Safety policy at all times. 6. To be responsible for diagnosing, maintaining and repairing GSA video and camera equipment. 7. Act as Duty Technician as required for GSA productions and events. 8. Assist with the transportation of equipment between stores/workshops and venues, to include van driving. <p>N.B. The above list is not exhaustive.</p>			
All staff are expected to:			
<ul style="list-style-type: none"> • Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. 			
Help maintain a safe working environment by:			
<ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. 			
Elements of the Role			
<p>This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.</p>			
Planning and Organising			

The post holder will work as part of the Technical Team within the Events and Operations Department. They will report to the Theatre Technical Manager.

Within their regular daily work routine the post holder will need to organise and prioritise their own work with minimal supervision to ensure that key deadlines and objectives are met, referring to their line manager to report progress and objective achievement. This will include seeking advice where there are conflicting demands.

Problem Solving and Decision Making

The post holder is expected to provide advice and solutions to technical problems. Resolution for these issues will usually be found through referring to their previous professional experience of similar problems and/or through making reference to Health and Safety legislation and departmental policies and procedures.

The impact of a wrong decision/judgment could result in interruptions to service for staff/students/external companies.

The post holder is expected to use their own initiative and judgement to address and resolve problems and issues, referring only the most complex or those issues outside of the remit of their role to their line manager.

The post holder is expected to report on current working methods or systems and advise their manager where there are specific issues that need to be addressed.

Continuous Improvement

The post holder should always aim to improve efficiency and quality of service to staff and students within GSA, via input to procedures and processes in collaboration with the Theatre Technical Manager and appropriate Teaching Fellows

They should aim to keep their own skills current with the professional entertainment and media industry and develop a depth of knowledge in video through learning.

Accountability

The post holder is responsible for maintaining a safe environment within teaching, performance, production and other relevant locations, and ensuring that all students and other relevant parties comply with Health and Safety requirements.

The post holder is expected to provide a high-quality and professional service, as errors in judgement or failure to carry out a particular task could place the personal safety of those operating within specific locations at risk or result in equipment being damaged.

The post holder is accountable to the Theatre Technical Manager.

Dimensions of the role

The post holder will be responsible for supervising all GSA students, especially those registered on the BA Theatre Production and MA Stage and Production Management programmes.

They will be supporting GSA public productions, film, screen and radio projects, technically supported assessments, plus other events (visiting artistes/companies, research events, conferences, lectures, student society events etc.). In total the department supports several hundred individual events annually.

They will be expected to manage the video budget to maintain the GSA video and camera equipment and consumable stock, advise on larger projects, and book freelance staff under the supervision of the Theatre Technical Manager.

Supplementary Information

The post holder may (with suitable guidance) be asked to contribute to processes of assessment of students' work and capabilities. This would be limited to informal verbal or written comments on students' performance during practical production work, which would be fed back solely to the relevant programme or module leaders. The post holder would not participate in any formal assessment processes.

Person Specification This section describes the sum total of knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A level, NVQ 3 or equivalent standard in the relevant specialist area, plus a number of years' relevant work experience.

Or:

Broad practical work experience in a relevant technical or scientific role.

E

Relevant professional industry experience in video and camera engineering, equipment maintenance and management

E

Degree/foundation degree/BTEC in technical theatre or related discipline

D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Very good understanding of current video and audio-visual equipment (including maintenance) and its use in a range of creative and performing arts and media contexts

E

3

Experience of undertaking a range of technical support activities and repairs for production and media with minimal supervision

E

3

Technical aptitude and working knowledge of industry computer hardware and software and the ability to diagnose faults.

E

3

Understanding of relevant Health and Safety requirements and procedures

E

2

Ability to train students in practical tasks

E

2

Knowledge of current artistic and creative developments in performing arts

D

N/A

Special Requirements:

**Essential
/
Desirable**

The post holder must be prepared to work flexibly, as occasional unsocial hours may be required, including work as duty technician.

E

Must be able to drive and hold a current full EU license or equivalent permanent licence.

E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level
1-3**

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

2

Continuous Improvement

2

Problem Solving and Decision Making Skills

2

Managing and Developing Performance

n/a

Creative and Analytical Thinking

n/a

Influencing, Persuasion and Negotiation Skills

n/a

Strategic Thinking

n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

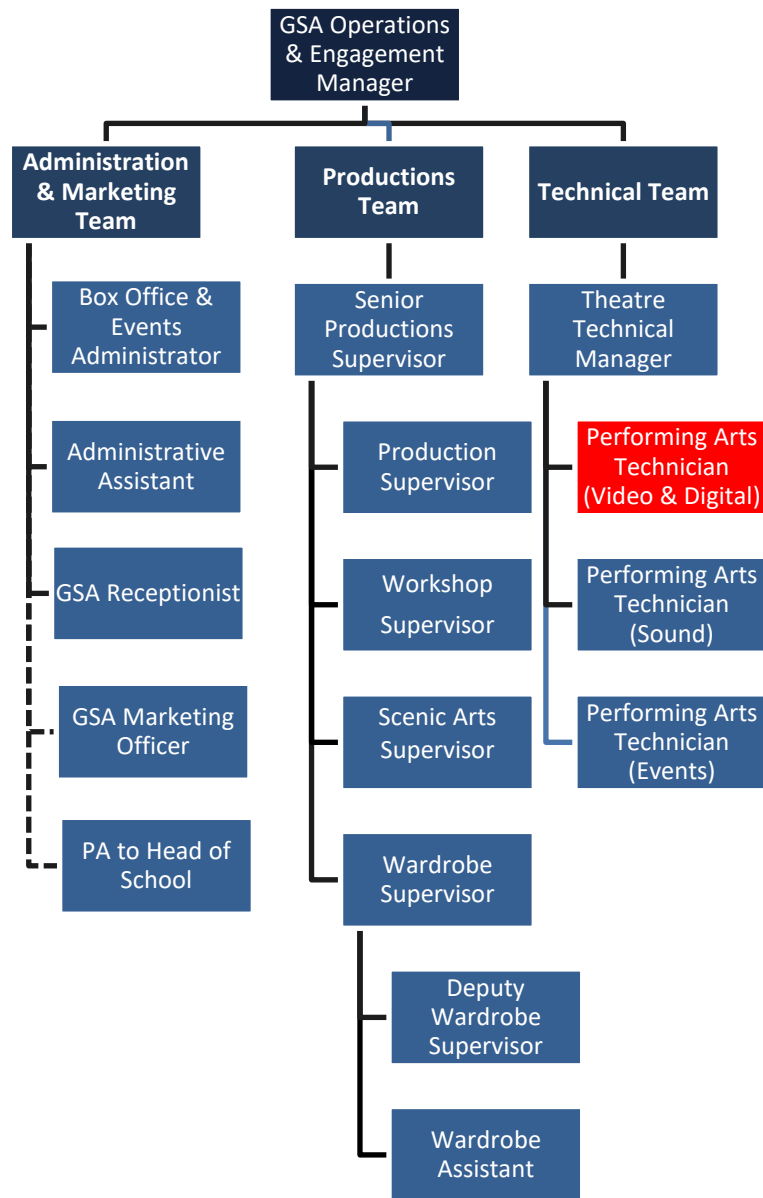
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information and Key Relationships

Background Information

GSA (Guildford School of Acting) is a long established and internationally renowned conservatoire, training technicians, performers and creative leaders for the theatre and performance industries. We are a department of the University of Surrey, a leading UK and global university. The technical team provides equipment, support and mentoring as part of the Events and Operations team, ensuring a high standard for all GSA productions, assessments, teaching and events. Providing an excellent student experience is central to all we do.

Department Structure Chart



Relationships

Internal

- Theatre Technical Manager: regular liaison to plan and organise workload in both short and medium term.
- GSA Operations and Events Team: regular liaison to assist with planning and organising of all internal and external GSA and University events.
- Programme and module leaders for GSA courses: exchanging information re. GSA productions/assessments and taught modules
- Senior production supervisor/production supervisor: working collaboratively to realise projects, performances and other events.
- Students: supervise and demonstrate techniques to students as appropriate

External

- Liaison with visiting video designers/engineers to establish technical requirements.