

Post Details		Last Updated: 18/6/19	
Faculty/Administrative/Service Department	FASS		
Job Title	Performing Arts Technician (Video and digital)		
Job Family	Technical & Experimental	Job Level	2b
Responsible to	Head of Technical Theatre Arts/Theatre Technical Supervisor		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
Work as a video and screen Technician in relevant contexts in the Guildford School of Acting. This role will support students and staff in their development and application of appropriate skills and capabilities, in order to assist the realisation of GSA theatre productions and wide range of teaching activities and other events.			
<u>Key Responsibilities</u> 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. Realise technical set-up/installation, video design and video-related work in University & external venues as directed, liaising with in-house & freelance project directors/designers and students 2. Support the delivery of taught elements of relevant modules in both broadcast media and video for performance, by providing equipment and demonstrating to students in class and during projects/production work. 3. Ensure the safety and compliance of audio-visual and related equipment and adhere to and enforce University Health & Safety policy and to be responsible for maintenance of video and AV related equipment. 4. Assist students and casual staff in the safe and effective use of equipment. 5. Attend project/production meetings and other departmental meetings as required. 6. Act as Duty Technician as required 7. Assist with the transportation of equipment between stores/workshops & venues, to include van driving. 8. Manage the online booking facility for equipment loans to staff and students <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. 			
<u>Elements of the Role</u>			
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.			
<u>Planning and Organising</u>			
<p>The post holder will work as part of the Technical Theatre Arts (TTA) team. Their work will be delegated to them by the Theatre Technical Supervisor at regular intervals, with timescales varying (from weekly to annually) due to the organic nature of creative work within the performing arts.</p> <p>Within their regular daily work routine the post holder will need to organise and prioritise their own work to ensure that key deadlines and objectives are met, referring to their manager for prioritising non-standard work. This will include seeking advice where there are conflicting demands.</p>			
<u>Problem Solving and Decision Making</u>			

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

The impact of a wrong decision/judgment would be interruptions to service for staff/students/external companies; due to the time-sensitive nature of production work and other practical module delivery this could have a significant negative impact on services to staff and students.

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 Head of TTA and Theatre Technical Supervisor.

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 Supervisor and the Head of TTA.

Dimensions of the role

The post holder will be responsible for supporting all GSA students when engaging with practical modules related to video or screen techniques and technologies. This covers 4 UG and 3 PG programmes, plus foundation and short courses.

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 cost and purchase equipment and consumables, advise on larger projects, and book casual staff under the supervision of the Theatre Technical Supervisor and Head of TTA.

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.

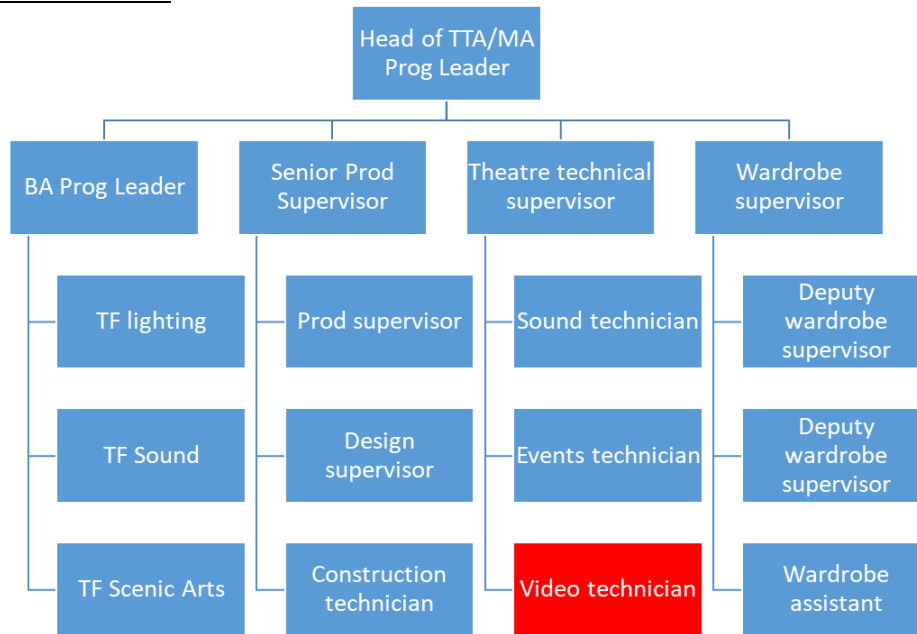
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Vocational qualifications (NVQ/BTEC Level 3 or equivalent) and GCSE English & Maths plus relevant work experience.	E
Degree/foundation degree 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 for production and media with minimal supervision	E	3
Good IT skills	E	3
Understanding of relevant Health & Safety requirements and procedures	E	2
Experience of industry-specific software/design/technical packages	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
<p>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.</p>		
<p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
Background Information		
<p>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 department of Technical Theatre Arts runs the BA Theatre Production and MA Stage and Production Management programme, as well as supporting the production and technical aspects of all other courses within the GSA portfolio, research activity and a large variety of other events. Providing an excellent student experience is central to all we do.</p>		

Department Structure Chart



Relationships

Internal

- Theatre Technical Supervisor: regular liaison to plan and organise workload in both short and medium term.
- Programme and module leaders for GSA performance courses; regular liaison to plan support for screen and radio projects.
- Programme and module leaders for GSA production courses; regular liaison to plan support for video 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 freelance professional designers/production staff to establish technical requirements.