

Job Description

Job Title:	Digital Media Technician
Reporting to:	Site Manager
Key relationships:	Heads of Department; IT Manager 0.8; Art School's external IT consultant; Art School Office Team
Working Week:	1 day per week of Foundation and Undergraduate Academic year (34 wks)
Salary:	Daily rate of £116

PURPOSE OF THE ROLE

The post holder is responsible for providing students with Digital Media technical support related to their studies. This will involve running workshops in specific software as well as helping individuals with issues they are encountering in their self-directed work.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- Liaise with IT Manager to support the maintenance of academic subject specific software applications;
- Produce learning resources to support students' use of software and hardware including technical information and links to useful web based resources
- Liaise with IT Manager to ensure the IT facilities Moodle pages are kept up to date
- Maintain effective communication with Heads of Department and students to ensure relevance of technical support provided
- Schedule technical demonstration sessions and individual support sessions and ensure that equipment and information is prepared in advance.

Learning Support

Provide **IT learning support** for students:

- Induct students in safe working practices and protocols relevant to the use of Digital Media facilities;
- Support the standard of IT literacy amongst students with a particular emphasis on creative applications such as Adobe Creative Cloud software suite and digital equipment such as digital SLR cameras by providing workshops and individual technical support;
- Maintain a safe and effective working environment, complying with the Art School's Health & Safety Policy and all statutory requirements as they pertain to digital media equipment
- Keep up to date with relevant regulations and codes of practice related to the digital media provided and disseminate relevant information as required.

Art School Profile

- Promote and maintain a positive profile of the Art School through, for example: participation in professional networking events and presentations of research;

Staff Development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with their line manager

OTHER DUTIES

Miscellaneous

Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the post holder.

Key Reference documents:

- Staff Support and Development Handbook
- Course Handbooks
- Professional Code of Conduct
- Disability Support Guidelines
- Student Charter
- Health and Safety Policy and other Art School policies related to the post