Technical Officer
Theatre, Film and Television

Closing date: 31 March 2019
Interview date: 7 May 2019
Vacancy reference: 7479
INTRODUCTION

A motivated and enthusiastic person is needed to help provide technical support and maintenance in our state-of-the-art facility. You will be working closely with students, academic staff and external clients, and will be able to offer support in a number of different fields.

The ideal candidate will have experience with audio recording and editing systems, video recording and editing systems, PC and Mac based software, hardware and networks. We are looking for a proactive team player with a proven track record for providing solutions in a sometimes hectic and intense environment.

The post is available immediately.
Main purpose of the role

This position is to provide comprehensive technical support and advice for all aspects of Theatre, Film and Television. The person will assist the theatre production officers and the film and television production officers with technical tasks as required.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Compiling equipment booking requests, processing request forms, ensuring that all equipment is working and ready to use and checking in equipment on return.
- Working in conjunction with the departmental computing officer and on own initiative, to ensure the department’s IT systems are patched, maintained and kept in a state of readiness and good repair.
- Providing technical support and advice for TV studios.
- Projecting films in the screening room and providing support and advice for and setting up sound and video equipment for conference type events.
- Providing support for educational and commercial use of audio suites.
- Working with production officers or alone to trouble-shoot and solve complex technical problems for staff and students in the post production areas and the postgraduate and undergraduate labs.
- Setting up recording equipment for commercial bookings in the live sound recording rooms.
- Assisting the production officers with the erection and striking of film, television and theatre sets.
- Assisting with theatre and television light rigging.
- Helping provide staff with additional resources and AV equipment as required.
- PAT testing of electrical equipment and cables and reporting or repairing faulty equipment.
- Setting up props and equipment for specialist theatre workshops.
- Assisting theatre production officers with the building, painting and dressing of sets.
- The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to A level or equivalent</td>
<td>Essential</td>
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<tr>
<td>Educated to degree level or equivalent in IT, electronics or other relevant category.</td>
<td>Desirable</td>
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<tr>
<td>Knowledge</td>
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<tr>
<td>Excellent IT skills including MS Office and Google apps.</td>
<td>Essential</td>
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<td>Knowledge of general PC hardware and software</td>
<td>Essential</td>
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<td>Knowledge about the maintenance and running of IT networks and its associated hardware.</td>
<td>Essential</td>
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<td>A working knowledge in the use of Final Cut Pro and Adobe premiere.</td>
<td>Desirable</td>
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<td>Ability to design and build computer systems and peripheral hardware.</td>
<td>Desirable</td>
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<td>Skills, abilities and competencies</td>
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<td>Excellent oral and written communication skills</td>
<td>Essential</td>
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<td>Excellent organisation skills and the ability to prioritise workloads to meet deadlines whilst maintaining high standards of accuracy</td>
<td>Essential</td>
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<td>Ability to work proactively on own initiative and also as a member of a team.</td>
<td>Essential</td>
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<td>Ability to understand complex system schematics and manufacturer's instructions.</td>
<td>Desirable</td>
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### PERSON SPECIFICATION

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<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working in a technical environment</td>
<td>Essential</td>
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<td>Experience with professional video and audio equipment.</td>
<td>Essential</td>
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<td>Experience in troubleshooting and fault-finding on electronic circuitry, down to component level</td>
<td>Essential</td>
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<tr>
<td>Experience in troubleshooting and supporting PC and Mac systems</td>
<td>Essential</td>
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<td>Experience of working in higher education environment</td>
<td>Desirable</td>
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<td>Experience of manual handling, although training will be provided.</td>
<td>Desirable</td>
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<tr>
<td>Experience with studio equipment such as Congo lighting desks, For-A and Grass Valley video-mixers and audio mixing desks.</td>
<td>Desirable</td>
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### Personal attributes

| Experience with studio equipment such as Congo lighting desks, For-A and Grass Valley video-mixers and audio mixing desks. | Essential             |
| Willingness to keep updated and receive relevant training as required.                                               | Essential             |
| Ability to troubleshoot when working on technical problems.                                                            | Essential             |
THE DEPARTMENT

The Department of Theatre, Film and Television (TFTV), established in 2006, is a highly innovative department, which brings together research, teaching and commercial activities in the fields of film, television, interactive media and theatre. In September 2010, we moved into our new building, which has superb industry-standard facilities for both creative production and academic study. We currently have 23 academic staff, as well as a commercial team, 8 technical support staff, an administrative team, as well as research staff attached to externally funded projects. We are still expanding rapidly, recruiting new staff, taking on new students and developing new degree programmes and research priorities. Academic staff includes both leading scholars and award-winning industry professionals. There are currently some 460 students, with plans to expand to around 500. The Department currently offers three undergraduate degrees and four taught postgraduate degrees, with further programmes under development.

The Department’s award-winning building is designed to professional specifications and is one of the best-equipped facilities of its type in the UK. Its theatre facilities include: a superbly equipped 200-seat scenic stage theatre (based on the Sheffield Crucible), a 120-seat black box theatre, two large rehearsal rooms which are equipped with lighting rigs and can therefore also function as performance spaces, workshops where full sets can be constructed, a suite of well-equipped dressing rooms, a laundry, and set and costume stores. The building also incorporates two television studios, post-production suites and recording studios, a 140-seat 4K digital cinema with Dolby Digital surround sound as well as provision for satellite feeds (the cinema also doubles as a superbly equipped lecture theatre); and office space for staff and graduate students. The level of provision throughout the building is on a par with top commercial facilities and is among the best at any university in the UK.

Further information about the department is available at: http://www.york.ac.uk/tftv/
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7479
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 31 March 2019.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to erik.olafsen@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835