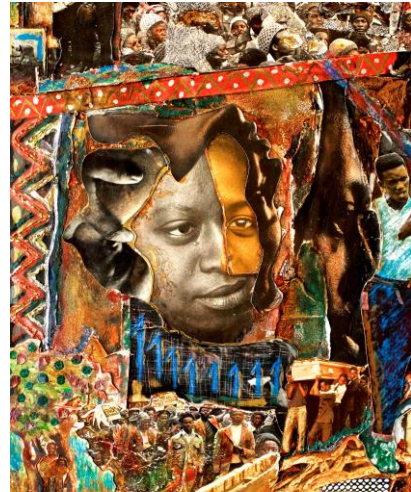




mac

Midlands Arts Centre



Digital Media Technician

Reporting to: Head of Technical Resources	
Location: Midlands Arts Centre (MAC), Cannon Hill Park, Birmingham, B12 9QH	
Post Ref: DMT	Salary: £19,554 p.a.
Hours of work: Full time (37.5 hours per week)	

Contents

- Job description 2
- Person specification 4
- How to apply 5
- Application Guidance Notes 6

**MAC's salaries are linked to points on the NJC spinal structure. Annual cost of living enhancements, as applicable, are applicable from April each year.*

Job Description

Principal Purpose of Post

Digital Media Technician is responsible to the Head of Technical Resources for technical services relating to digital media and related events in the Centre.

Principal Objectives

- Provide IT support to the system and services installed in the media studio to facilitate the running of the digital courses, there will be opportunities to engage in network administration within a Microsoft and Apple Mac environment.
- The safe operation and maintenance of video, film, digital media and photography equipment and projection spaces in the department's control.
- To facilitate and support artist tutors and participants that reflects the talents, interests and interpretation skills of learners through appropriate media, techniques and skills.

Key Responsibilities

- Managing and maintaining the media studio computer network (Windows and Mac), creating new course accounts, archiving old course data, troubleshooting, and installing software when required.
- To provide technical support to MAC's learning & participation activities both in the Media Studio and across MAC, liaising as appropriate with the Creative Learning Producer and Head of IT.
- To maintain Media Studio equipment and help with stock control.
- To assist, in conjunction with the Visual Arts teams, in the preparation of equipment, materials and digital content for MAC's Visual Arts activities.
- To assist as necessary and appropriate in the technical servicing of seminars, conferences and meetings within MAC.
- In liaison with MAC's Senior Cinema Coordinator/Projectionist to assist in DCP conversion for MAC's Cinema programme.
- The safe operation, maintenance and repair of digital media technical equipment and ability to recommend when external support is required.
- In conjunction with MAC's Communications Team the creation and editing of digital marketing materials. Occasionally duties will include operating Facebook Live, Podcasting and Video Blogging and preparation of venues for film and video presentations, ensuring effective operation of sound, screen and projection equipment.
- Building wide IT support as required.
- Alongside the Head of Technical Resources and Head of IT, to identify opportunities for income generation through provision of equipment and services.

General

- To follow established safe working practices in the pursuance of duties and ensure that participants, tutors and visiting organisations adhere to mac's safety policy.
- Ensuring the careful use of mac's equipment, and securing good technical standards at all times.
- Liaise with and assist other technical departments at MAC as required.
- Cataloguing and managing loans of equipment.
- On occasions to provide liaison and technical assistance on behalf of mac to external agencies.
- Undertake any other duties which may be required from this post.

Equal Opportunities & Diversity

All staff are expected to further, promote, and ensure the implementation of, the equal opportunities policies of **mac**.

Note

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

This post will include weekend and evening work.

Person Specification

A person specification describes the areas of knowledge, skills and experience a person should possess in order to take up the post.

Experience

Essential

- Proven experience in digital video and photography.
- Proven experience of Apple Mac and PC based multimedia software and hardware.
- Ability to work on own initiative and as part of a team.
- Good customer service skills.
- Good communication skills.
- Excellent time management and ability to multi task.
- Adaptable to new challenges and willing to learn new skills.

Desirable

- Educated to degree level in multimedia, design or related area.
- Experience of delivering creative participatory activities to the public in arts, community or educational settings.
- Windows and MAC computer support in a small network environment.
- Experience of training others, identifying areas of development and sharing technical skills.
- Purchasing and stock control.
- Interest in other art forms.

Specific Knowledge

Essential

- Software will include:
 - Final Cut Pro X
 - Pro Logic
 - Final Cut Express
 - Adobe Photo Shop

Desirable

- Digital multimedia content production
- Coding with Scratch, Raspberry Pi, Arduino
- Interest or experience in robotics
- Software will include:
 - Adobe Dreamweaver
 - iLife 09
 - Sculptris and Z Brush
 - Bonix iStop motion

Practical Skills

Essential

- Ability to use multimedia equipment and software to a high standard.
- Maintenance of IT software and hardware
- Ability to fault-find damaged stock, identify and execute solutions for technical equipment.

Desirable

- Projector operation and maintenance.
- Knowledge of 3D printing
- Audio visual recording
- Live streaming

How to Apply

To apply for this post please complete the attached application and monitoring forms.

Applications may be sent electronically to: personnel@macbirmingham.co.uk

They may also be sent by post to:

HR Manager, **Midlands Arts Centre (MAC)**, Cannon Hill Park, Birmingham, B12 9QH

Deadline

All applications must be received no later than 12 noon on **Monday 24 June 2019**. Late applications will not be considered.

Short-listing

Shortlisted candidates will be informed at the latest by **Monday 24 June 2019**.

Interviews

Shortlisted candidates will be invited to interview on **Monday 01 July 2019**.

Application Guidance Notes

Application Forms

Stand-alone CVs will not be accepted; all applications must be completed using an application form. We cannot guarantee to consider additional documents. We recommend you put as much information as possible in your supporting statement (the space for you to outline skills, experience or qualifications that especially suit the job).

Educational and employment history

Please list your educational and employment history fully, starting with the most recent events. You may also include in your employment history any voluntary work you have undertaken. Please also explain any periods in which you were not in employment or education.

Additional pages

Your supporting statement should not exceed three pages. Examine the recruitment pack and hopefully this will help you decide whether or not to apply. In order to make your application as effective as possible, look at the Person Specification and give evidence to demonstrate which of the skills, qualifications, knowledge and experience you have, including relevant skills gained outside the work place.

References

Please be sure to give full contact information for both of your referee's i.e. full name, postal address, telephone number and e-mail address if possible. Please also indicate in what capacity you are known to them. We will only contact the referees of those individuals who are offered the post.

Equality and Diversity

MAC is firmly committed to principles of diversity and equality and this is firmly established in our recruitment process. Personal information and the equal opportunities monitoring section of the application form are removed before consideration by the panel. No job applicant or employee receives less favourable treatment than another on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

Returning your application

Please note that due to the large volume of applications that we receive we will only confirm receipt of applications if confirmation is requested.

Declaration

Please read the declaration carefully before submitting your application form. Submission of your application form by e-mail will be taken as you confirming you have signed the form. Please do not send an additional hard copy.

Contacting applicants

Following each application received, we will only contact shortlisted applicants. We do not contact applicants who have been unsuccessful at the short-listing stage due to the high volume of applications we receive, and we are unable to respond to requests for feedback at this stage for the same reason. If you do not hear from us it means unfortunately that you have been unsuccessful in your application.