

POST:	Media Studies Technician
HOURS:	18 hours per week
NO. OF WEEKS:	Term-Time 39 weeks. Paid 44.2 weeks
RESPONSIBLE FOR:	Supporting & Maintaining the Media Studies Department's equipment, software & technology

General Duties

- Under the direction of the Head of Media Studies provide support to the Media Department and maintain the department's equipment, software and technology.
- Use of software packages such as InDesign, Photoshop, I-Movie, Final Cut Pro and Appleworks to assist students in their work.
- Work with staff and students to assist with all aspects of the Media Studies curriculum.
- First Line of classroom support to ensure equipment is fully operational.
- Organisation of media resources and the loan / return of media equipment.
- Organisation and collection of production work in preparation for moderation.
- Use camera technology, edit software and photographic / design & layout software to manipulate images and produce magazine / newspaper pages to a professional standard.
- General organisation of department including organising outside visitors, production crews and hiring of media equipment.

Skills Required

- Good working knowledge of InDesign, Photoshop, I-Movie, FinalCut Pro and Appleworks software.
- Knowledge and experience in the use of still and video cameras.
- Knowledge and experience of importing film footage and exporting to DVD.
- Ability to demonstrate technology and skills to small groups of students as required.
- Ability to work well as a team member.

The successful candidate will:

- Have positive communication skills, both written and oral
- Flexibility, good technical skills and good interpersonal skills are essential, together with the ability to work on own initiative.
- Be organised and calm
- Have confidence, warmth, sensitivity and a good sense of humour
- Ability to take on new initiatives and ideas
- Be understanding and supportive of the moral and spiritual ethos of a Roman Catholic School