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| **Job Details** | |
| **Job Title** | Sound and Lighting Technician |
| **Reports to** | Leanne Burnley |
| **Job Family** | Academic Support |
| **Location** | Bradford College |
| **Date Prepared** | March 2023 |
| **Job Overview** | |
| **Purpose Statement** | To provide assistance to the academic staff in the Faculty of Art and Creative Industries in the preparation of practical aspects for various courses. |
| **Role Accountabilities** | * To carry out duties commensurate with the post of Technician, responsible to the Lead Technician. * To take responsibility for:   + Ensuring the allocation of all practical resources are organised and maintained and made available across the Faculty as required. (Particularly with a focus in the area of Performance and Music.)   + To support teaching sessions where required and timetabled   + Ensuring compliance with College procedures and regulations   + Providing general technical support and resources   + Maintaining the studios and workshops to a professional standard. * To provide technical assistance, including demonstration, particularly in relation to the operation of equipment and supporting specialist processes for teaching staff and students. * To move and set up equipment and materials to different locations as required. * To carry out technical duties appropriate to his/her own skills and to prepare various items of equipment and teaching aids as required. * To prepare materials for practical classes and ensure, where required, correct disposal of waste. * To ensure safe storage of resources and equipment within the workshops and assist in the ordering of new resources as required. * To implement and promote College regulations, policies and procedures. * To assist the Lead Technician with costings and control of materials and equipment when specified. * To participate in the development of workshops where appropriate. * Additional duties relating to the post not mentioned above, to be negotiated with the Head of School. |
| **Method of working** | Bradford College expects all staff to work effectively as part of a team or teams, delivering high quality standards of work that supports and provides an excellent student / employee experience across the college.  As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of Bradford College environment.  In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required. |
| **Working Relationships** | Working relationships with Head of School, Head of Department, lecturers within the Performance and Production Arts team and also the wider School of Art and students |
| **Behaviours** | |
| **Behaviours** | **Respectful**   * Mindful of the expertise of people around them and is open to development and new ways of working to attain the best possible outcome. * Supportive and actively listens to others, is curious and asks questions to reflect and confirm understanding. * Ability to act authentically with different people and situations by remaining positive and showing understanding and empathy. * Lives the Bradford College values and places students at the “heart” of everything they do.   **Inclusive**   * Develops effective relationships by removing barriers and promoting a sense of belonging. * To promote and support an inclusive culture where staff and learners feel valued, safe and included. * Works with all departments across the college to build their reputation and understanding of the organisation.   **Trust**   * Demonstrates credibility by being honest in their interactions with others and delivering what has been agreed. * Assumes accountability for achieving personal and departmental objectives. * Positively impacts on those around them working in cohesion to achieve results.   **Inspirational & Aspirational**   * Demonstrates passion and commitment to all the college’s strategic objectives. * Focuses on delivering an outstanding student and employee experience. * Challenges the status quo with confidence and innovative thinking. * Full understanding of the business area and the contribution they make to the wider organisational strategy * Demonstrates a proactive ‘can do’ attitude irrespective of the challenge. * Takes responsibility for own development and commitment to fulfilling own potential. * Commitment to the college’s mission to transform lives. |

Person Specification

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training** | * GCSE A\*- C or nationally recognised level 2 qualification in Maths and English or equivalent. (e.g., CSE 1, O Level A – C) or prepared to pass a test prior to interview to demonstrate level 2 ability and then if appointed achieve within an agreed timescale. * A Level, BTEC L3 or equivalent related qualification. | * IOSH/COSHH Health and safety training or qualifications. * First Aid training | Application/Interview |
| **Experience** | * Recent academic or industrial or commercial experience in an area appropriate to the job specification * Theoretical and practical knowledge to successfully manage the operation of general technician duties required. * Ability to utilise Information Technology and Information, Learning and Technology both within learning and for administrative purposes. * Proven ability to carry out risk assessments in line with COSHH and other statutory requirements. |  | Application/Interview |
| **Skills and Knowledge** | * Ability to utilise Information Technology and Information, Learning and Technology for administrative purposes. * Good organisational and administrative skills. |  | Application/Interview |
| **Personal Qualities** | * Ability to communicate effectively with people with a range of abilities and motivation. * Ability to work flexibly and effectively as a member of a team. * Ability to meet deadlines. * Ability to work with external customers and stakeholders. * Ability to use own initiative * Willingness to undertake further specialist training as required |  | Application/Interview |