Technical Tutor (Digital Media)

Department: Media, Communications and Cultural Studies
Grade/ Salary: Grade 6, £36,861 - £39,846 pro rata
Contract Type: Permanent
Hours: 35 per week (Full time)
Location: New Cross, London

Closing date for applications: 21/06/2023
Interviews: TBC

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Passionate about advancing equality and celebrating diversity. Together, we are different

Department of Media, Communications and Cultural Studies

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
The Department of Media, Communications and Cultural Studies at Goldsmiths is one of the UK’s leaders in the field of media theory and media practice. Ranked 2nd in the UK and 11th globally in the latest QS World University rankings, we attract students from a wide range of backgrounds including mature students, international students, students from the southeast of London and from all over Britain. We welcome the input which each individual makes to the experience of learning within the Department and the wider College. The Department has a strong interdisciplinary theoretical team, along with a strong commitment to media practice and research equivalent activity. Within this environment, students are encouraged to engage critically with the different approaches to the media in a variety of academic and practice disciplines; to develop skills in research and presentation and to explore creative possibilities across a range of practice media. The Department has a team of Technical Practice Tutors, supervised by the Head of Technical Operations who ensures that staff and technical resources are allocated to meet the needs of practice courses in the Department. For more information see - http://www.gold.ac.uk/media-communications/.

**Job description**

Reporting to: Head of Technical Operations

**Summary:**

Working within the team of technical tutors you will provide technical instruction, advice and support for undergraduate and postgraduate students and staff working on animation and digital media creation pathways.

**Main duties:**

- Work alongside academic staff to deliver practice-based animation and digital media modules at undergraduate and postgraduate level.

- Provide technical instruction and student support for the Animation and Digital Media production areas comprising digital media labs, animation studio, and rostrum rooms.

- Ensure that students adopt a responsible and professional manner in their use of the facilities.
• Work closely with tutors and convenors to ensure that resources including consumables are available in good working order and ready for use.

• Take responsibility for the installation and maintenance of camera, lighting, and mac hardware and software within the animation facilities and digital media labs, in collaboration with colleagues and under the direction of the Head of Technical Operations.

• Work alongside students to prepare, install and un-install work for exhibitions ensuring H&S guidance and best practice is followed.

• Contribute to policies and procedures for student use of facilities, ensuring that health and safety, GDPR, insurance policies, and industry best practice are observed.

• Undertake training as and when required to keep abreast of developments/trends within the fields of animation and digital media production.

• Ensure health and safety guidance and insurance requirements are rigorously followed, providing inductions where required.

**Learning & Teaching**

• Work closely and supportively with students individually and in groups, across animation and digital media modules ranging from BA Media & Communications Foundation to MA Digital Media: Image-making pathway.

• Devise and deliver workshops and exercises for technical teaching, creating an inclusive environment for learning.

• Provide one-to-one advice, support and tutorials for students.

• Research, develop, and update learning resources to support technical teaching, ensuring a diverse and appropriate range of examples and approaches.

• Liaise with academic staff as appropriate concerning the technical aspects and production of students’ work.

**Research**

• Undertake regular research to keep abreast of technical and creative developments in the field and advise on purchase of appropriate materials and equipment.
• Contribute to the development of the animation and digital media practice areas in line with industry standards and service.

Communication and collaboration

• Oversee the completion, delivery and archiving of student animation and digital media work.

• Communicate clearly and respectfully with colleagues to ensure effective collaboration and manage overlapping responsibilities.

• Provide reports on technical provision and requirements when required by the Head of Technical Operations.

• Participate in technical, professional, and creative communities via online forums and social media.

• Contribute to the promotion of the Department and student work, providing support for shows and exhibitions.

• Support Departmental activities and events by contributing technical skills where required.

Student Welfare

• Recognise when a student may be struggling and be aware of varying student abilities and coping mechanisms, demonstrating sensitivity and understanding to all students.

• Share any concerns with regards to student welfare with convenors and Head of Technical Operations.

• You will be required to undertake any other duties as may reasonably be required.

• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.

• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential Criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable Criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form  C = Certificate
I = Interview  R = Reference
T = Test  P = Presentation

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<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tr>
<td>A BA or equivalent relevant professional qualification</td>
<td>A, C, I</td>
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<tr>
<th>Desirable Criteria 1 - Qualifications</th>
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<tr>
<td>A relevant post-graduate qualification</td>
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<tr>
<th>Essential Criteria 2 - Experience</th>
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<tr>
<td>Significant professional experience working in animation and digital media production</td>
<td>A, I, R, P</td>
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<td>Experience of media acquisition using a variety of cameras, lighting and audio equipment</td>
<td>A, I, R,</td>
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<th>Desirable Criteria 2 - Experience</th>
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<tr>
<td>Experience working with AI image generation models e.g. DALL-E, Stable Diffusion</td>
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<td>Experience of working in an educational environment</td>
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<td>Essential Criteria 3 – Knowledge</td>
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<td>Excellent understanding of camera, sound and lighting principles</td>
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<td>Knowledge of Mac hardware and software diagnostic approaches</td>
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<td>Knowledge of MS apps - Word, Excel, Powerpoint, Teams, Sharepoint</td>
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<th>Desirable Criteria 3 - Knowledge</th>
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<td>Knowledge of gaming development software e.g. Unity</td>
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<td>Knowledge of programming languages</td>
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<th>Essential Criteria 4 - Skills</th>
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<td>Proficiency in stop motion software e.g. Dragonframe,</td>
<td>A, I, R, P</td>
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<td>Proficiency in CGI apps e.g. Cinema 4D, Blender</td>
<td>A, I, R, P</td>
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<td>An approachable and supportive manner with excellent communication, collaborative and time management skills.</td>
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<th>Desirable Criteria 4 - Skills</th>
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<td>Web design</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Nigel Smith, tel 020 7919 7978, e-mail n.smith@gold.ac.uk.

**June 2023**

**Summary of Benefits**

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

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• Competitive salary
• Working in Zone 2, with fantastic transport links and interest free travel to work loans
• Excellent annual leave entitlement plus additional closure days at Christmas and Easter
• Membership of USS or LPFA pension scheme, dependent upon grade
• Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
• Contractual sick pay provision
• Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work-related matters.
• Free eye tests
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities
• Access to University of London facilities such as Senate House Library
• Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.