

Technical Practice Tutor [Filmmaking]

Department:	MCSS
Grade/ Salary:	Grade 6, £37655 - £40788 (pro-rata)
Contract Type:	Permanent
Hours:	Full time
Location:	New Cross, London

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.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.



Department of Media, Communications and Cultural Studies

The Media, Communications and Cultural Studies Department at Goldsmiths is one of the UK's leaders in the field of media theory and media practice. Goldsmiths is a lively and challenging place to study Media and Communications. We attract students from a wide range of backgrounds and 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 and advisors, 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 closely with colleagues in the technical team under the direction of the head of technical operations, you'll provide filmmaking technical teaching and support for undergraduate and postgraduate students and staff. You will deliver workshops, tutorials and online learning materials, contributing to excellent service standards in the practice area.

Main duties:

- Work with academic staff to deliver filmmaking modules at undergraduate and postgraduate level.
- Ensure equipment and facilities are high quality, advising on purchasing and organising maintenance and repairs.
- Ensure that students adopt a responsible and professional manner in their use of facilities and equipment.

- Oversee the completion and archiving of student media practice work.
- Contribute to policies and procedures for student use of filmmaking facilities.
- Undertake training and attend industry events as and when required to keep up to date with technical developments and trends within the field.
- Ensure health and safety guidance and insurance requirements are rigorously followed, providing H&S inductions where required.
- Adhere to DPA and GDPR in all work and procedures.
- Ensure stock levels of consumable items are maintained.

Learning & Teaching

- Devise and deliver workshops and learning materials for technical teaching within the filmmaking production area.
- Provide one-to-one tutorials, advice and support for students.
- Research, develop, and update technical handbooks and learning materials to support technical teaching. Publish learning materials on the college Virtual Learning Area [moodle] as required.
- Liaise with academic staff as appropriate concerning technical aspects and production of students' work.

Research

- Undertake regular research to keep up to date with technical and creative developments in the field.
- Advise on purchasing and contribute to the development of media area workflows and service.
- Develop and maintain links with media industries and providers to share best practice and learn from developments in the field.

Communication and collaboration

- Communicate effectively with colleagues in the technical team to ensure effective collaboration and manage overlapping responsibilities.
- Provide regular reports to the head of technical operations.
- Contribute to the promotion of the Department and student work, providing support for shows, screenings and exhibitions.

- Participate in filmmaking technical, professional and creative communities in online forums and social media.
- Support Departmental activities and events contributing technical skills where required.

Student Welfare

- Recognise when a student may be struggling and be aware of varying student abilities and coping mechanisms, showing sensitivity and understanding to all students.
 - Share any concerns with regards to student welfare with line manager.
- 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

	Category
Essential Criteria 1 - Qualifications	
A degree or equivalent qualification in a relevant subject.	A, C, I
Desirable Criteria 1 - Qualifications	
A postgraduate degree.	A, C, I
A teaching qualification.	A, C, I
Essential Criteria 2 - Experience	
Extensive filmmaking experience using a variety of professional camera and sound equipment.	A, I, P
Experience of working in an education environment.	A, I
Desirable Criteria 2 - Experience	
Experience using SISO smarthub or a similar asset and facilities management tool.	A, I
Experience of audio postproduction including tracklaying, editing and mixing.	A, I, P
Essential Criteria 3 – Knowledge	
A good understanding of technical formats, codecs and workflows relevant to filmmaking.	A, I, P
Knowledge of current industry practice.	A, I, P
Knowledge of and interest in creative and innovative filmmaking.	A, I, P
Familiarity with MS tools including Outlook, Teams, Sharepoint, Word, Excel, Powerpoint.	A,C, I
Desirable Criteria 3 - Knowledge	
Knowledge of teaching approaches and methodologies.	A, I
Essential Criteria 4 - Skills	
Proven camera, lighting and sound recording skills.	A, I, P
Profficiency in filmmaking software such as Avid Media Composer, Avid Pro Tools, Adobe Premiere Pro, BlackMagic Resolve.	A, I, P
Excellent interpersonal and collaborative skills, with the ability to thrive in a team environment.	A, I
An enquiring mind, and eagerness to learn and develop skills.	A, I
Desirable Criteria 4 - Skills	

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 or before the first day of appointment.

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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 comprehensive and innovative staff development and wellbeing programmes.

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

Our other benefits include:

- 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, shared parental leave and adoption leave and pay
- 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
- Cycle to work scheme
- 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.