

Time-Based Media Tutor

Department:	Art
Contract Type:	Permanent
Grade/ Salary:	Grade 6, £34,403.15 - £37,258.50 (pro rata for 0.5)
FTE	0.5
	Work pattern, 17.5 hours per week Tuesdays and Wednesdays, student-facing from 9.30 am – 6.15 pm
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.

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



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and celebrating diversity.
Together, we are different



Together
we are different

Department of Art

Goldsmiths, University of London, is proud of its reputation for innovative and challenging thinking across its wide range of disciplines. One of its major strengths is its interdisciplinary ethos - the way in which departments, centres and units interrelate to offer new perspectives and insights.

In the Department of Art we specialise in making, curating and writing about contemporary art in a dynamic, critical and interdisciplinary environment. We have a world leading reputation, and work with a network of artists, curators, galleries and museums both in London and internationally to create an inspiring and dynamic place in which to study and develop an artistic practice. Many graduates of the Department are among the most recognised names working in art today.

Job description

Reporting to: Head of Graphics & Time-based Media Art Practice Area

Summary:

The post-holder is responsible for the implementation of timeline and video-based projects including support in postproduction software. To be responsible for maintaining audio/visual equipment loans and providing tuition on its usage. The post-holder will work on their own initiative in finding the right solution for any given video project. In this respect the post-holder is expected to regularly self-skill to keep abreast of changes in audio/visual technologies and to implement this skillset in accordance with the demands of Art based video practice.

Main duties:

- The post-holder is responsible for providing tuition, advice and support to students and staff intent on learning the disciplines and processes involved in the production of digitally based fine art practice primarily including audio/video postproduction and timeline based media.
- Additionally, the post-holder is also required to support general graphics processes in the APA.

The post-holder will be responsible:

- To work within the APA and assist students and staff from all areas within the Department in realising projects;
- To provide advice, support and tuition in filming and editing techniques, audio video, special effects and compositing;
- To have a good working knowledge of 3D processes (including either Blender or Cinema 4D);
- To provide advice, support and tuition in the use of all sound editing/recording equipment in the APA;
- To provide advice, support and tuition in the presentation of video through DVD authoring and digital output – legacy processes still relevant to artistic practice;
- To provide advice, support and tuition in video editing applications (Adobe premiere and other relevant non-linear editing programmes);
- To support graphics work with Photoshop, Illustrator, scanning and printing;
- To provide advice, support and tuition in the copying facility, audio patch bays and all audio video equipment;
- To engage with relevant self-skilled research and development and is therefore expected:
 - To investigate relevant software upgrades
 - To investigate methodologies/solutions for individual technical needs as they arise (these can be as a result of individual student needs as dictated by special projects or in relation to ever changing formats and source materials that require conversion);
 - To maintain an awareness of on-going trends and developments in terms of media production and presentation (formats, technologies etc.);
 - To maintain dialogue with the team concerning research results;
- To advise and assist the APA manager in meeting the daily workflow demands;
- To be highly self-motivated in terms of self-instruction and in on-going research activities.
- To maintain an up-to-date awareness of and engagement in contemporary art and culture as well as developing technologies and their effects on services and support [provided by the APA
- To function as a fully integrated member of the team in a complex and dynamic environment.

- To advise students in one-to-one tutorials and also in groups of relevant material and technical options.
- To assess the project needs of each individual student.
- To provide assistance to students in the use of all relevant processes.
- To supervise students across all digital media disciplines when using the APA.
- To ensure operational efficiency of all workstations and equipment.
- To understand and adhere to Health and Safety procedures and processes specific to the APA.
- To maintain excellent Health and Safety standards and procedures throughout the area to maintain smooth running of the APA.
- To maintain up-to-date H&S manuals/records specific to the APA.
- Ensuring that resources and equipment are kept in a well maintained, safe condition and that students are instructed about the proper use of equipment, and keeping records of inductions undertaken.
- To ensure that students adopt a responsible and professional manner in their use of the APA and its facilities.
- To maintain stock levels of consumable items and materials used in the APA itself.
- To keep the APA Manager informed of stock supplies.
- To charge students for consumable items used within the APA.
- To undertake training as and when required in order to keep abreast of developments/trends within the field of Graphics and Time-based Media and associated APAs.
- To research, update and write manuals/handouts/archives to support technical instruction as required.
- To develop and maintain good working links with other members of staff within the Department and College, in particular to allow students to work seamlessly within several APAs simultaneously where appropriate.
- To liaise with academic staff, as appropriate, concerning the technical aspects and production of student work, facilitating tutorials where appropriate.
- To assist with the booking system plus associated records.
- To assist with the issuing of equipment loans plus associated records.
- 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 this 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	
Degree or equivalent from an art background	A, C, I
Essential Criteria 2 - Experience	
Proven track record of working as a video editor	A, T, I, R
Working knowledge of colour grading in a non-linear environment	A, P, I, R
Essential Criteria 3 – Knowledge	
Strong working knowledge of Video/DSLR type cameras in a production context	A, I, R
Strong understanding of audio capture with appropriate hardware, such as a Zoom H6/H4	A, I, R
Essential Criteria 4 - Skills	
The ability to use initiative in the performance of your duties,	A, I, R

to co-ordinate, plan and prioritise work and to work without close supervision	
Experience with Blender or 3D processes	A, I, R
Excellent interpersonal skills	A, R, I
The ability to work flexibly and the willingness to work as part of a team	A, R, I
The ability to adapt to new technologies and to self-skill where appropriate	A, R, I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Tolga Saygin, tel 020 7919 7676, e-mail t.saygin@gold.ac.uk

January 13, 2025

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](#)

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.