

**Job Description**

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| Job Title | **Technician I (Media)** |
| Department/Institute | **Institute for the Creative Arts** |
| Reporting to | **Director of Institute** |
| Main Objective | **To manage the daily duties in running the studio, the systems and the equipment** |

**DUTIES AND RESPONSIBILITIES:**

* To operate and manage a wide selection of Media equipment such as microphones, HD cameras, sound speakers, recording equipment (both video and sound), connecting wires and cables;
* To operate studio and on site lighting systems and equipment;
* To provide best practice expertise to identify performance gaps and improvement opportunities;
* To design improved systems, processes, procedures and controls;
* To ensure that process improvement maximizes the potential benefits from all Media IT systems;
* To implement new systems, processes, procedures and controls;
* To perform minor reports and routine maintenance and cleaning of audio and video equipment;
* To diagnose and resolve media system problems in TV studio, control rooms and editing suites;
* To install, adjust and operate electronic equipment used to record, edit and transmit television programmes, cable programmes and motion pictures;
* To maintain compliance, licences and warranty information related to audio and video facilities;
* To provide regular progress reports to senior management team;
* To develop a correct health and safety policy;
* To develop a sustainable equipment inventory system;
* To assist students in tasks held in the TV studio and editing suite;
* The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.