

JOB DESCRIPTION

JOB TITLE: Technician Demonstrator (Scenic Services)
GRADE: III
REPORTS TO: Technical Manager
DEPARTMENT: Technical Services

ROLE SPECIFIC INFORMATION AND CHALLENGES

Technician Demonstrators work within studios and learning environments providing technical and health and safety inductions, demonstrations and workshops, supporting academic delivery and ensuring students receive the resources and guidance necessary to safely and competently complete their learning and practical projects.

Students complete individual and group projects and participate in collaborative projects with a broad range of complementary subjects. Technician Demonstrators provide specialist support to students offering detailed process, equipment and software support throughout learning, teaching and project activities.

The Scenic Services Technician Demonstrator provides competent set and prop design and construction, and scenic art and set decorating services in support of a broad range of projects including theatre and film productions, exhibitions, events, and other ventures to meet the needs of service users. Competent in the use of hand and power tools, woodwork machinery, and scenic art techniques, the postholder will be an accomplished carpenter with excellent joinery skills. They will devise and deliver relevant inductions and demonstrations, equipping students with carpentry, woodworking and other associated skills to safety and competently complete their projects. With the ability to interpret designs from students, colleagues and service users, the postholder will use their significant experience, expertise and initiative to deliver projects on time and within budget under the guidance of the Scenic Services Technical Manager.

The postholder must be conversant with occupational health, safety and welfare legislation and practices, including those relevant to set construction, scenic art, hand and power tools, and wood workshop machinery, enabling them to complete associated documentation.

Postholders will have both creative and practical experience with woodwork and carpentry, and in hand, power tool, and wood workshop machinery use, within a multi-disciplinary context.

With an emphasis on the United Nations Sustainable Development Goals (SDGs), and Equality, Diversity and Inclusion policies, the postholder will need to observe initiatives to reuse, recycle and upcycle resources, positively contributing to the university's Sustainability and Net Zero ambitions.

The postholder will support across the range of provisions offered by the University, including undergraduate, postgraduate, innovation and knowledge exchange, and AUB Academy activities which includes summer and short courses, in line with their knowledge, skills and expertise.

The post requires an adaptable person, able to provide a wide range of services and support in a busy and demanding environment, across university sites, in venues and on location, which will involve evening and weekend working to meet business requirements.

A full UK driving licence is a necessity for this role.

PURPOSE

- To provide professional expertise and services to the design, construction and installation of sets and props for theatre and film productions, exhibitions, events and other ventures, which occur on a range of university sites and externally commissioned venues and locations
- To provide inductions, demonstrations, workshops and comprehensive support across technical and health and safety aspects of learning and teaching activities

- To complete scheduled and reactive maintenance, ensuring the continuous service of technical resources, creating and updating inventories and asset lists
- To adhere to procedures for safeguarding university assets, ensuring loan items are effectively recorded in the appropriate asset management application
- To ensure student projects, course activities and own objectives and deliverables adhere to applicable legislation, codes of practice and policies
- To use initiative and follow instructions individually and as a member of a team, collaborating with colleagues and supporting students' learning
- To identify proposals for new equipment and resources, and advise the Scenic Services Technical Manager accordingly
- To support a range of undergraduate, postgraduate, innovation and knowledge exchange, and AUB Academy activities, in line with knowledge, skills and expertise.
- To comply with the University's equality, diversity and inclusion policies and relevant legislation, and to respect lawful freedom of speech and academic freedom in the performance of the role.

KEY DELIVERABLES

Specialist:

- To provide expert advice and comprehensive support across technical aspects of learning and teaching activities, including individual, group and collaborative student projects
- To devise and deliver technical, process and health and safety inductions, demonstrations and workshops to groups of students and, where appropriate, staff colleagues, ensuring content is up-to-date and in-line with industry best practice
- To ensure student projects, course activities and own objectives and deliverables adhere to applicable legislation, codes of practice, and policies, including health and safety, sustainability, and compliance, through the creation and review of documentation and assessments relating to learning and teaching activities, resources, equipment and purchasing
- To support the upkeep and continuous availability of resource areas and equipment through proactive and reactive maintenance, in collaboration with professional services colleagues and external contractors and service agents
- To demonstrate specialist knowledge and complex understanding through competent demonstration of techniques, processes and software applications

Customer / Teamwork:

- To collaborate professionally and effectively with colleagues, including across complementary subjects, ensuring appropriate planning, support and delivery of student projects and productions, liaising with external contributors
- To provide technical support and services to the design, logistics and delivery of physical and online exhibitions and events, end of year shows, graduation ceremonies and other events as directed by senior colleagues
- To support a range of undergraduate, postgraduate, innovation and knowledge exchange, and AUB Academy activities
- To respond positively to change and observe flexibility in work patterns, hours and duties in order to meet deadlines and achieve deliverables, in-line with operational requirements and university objectives
- To assist the Scenic Services Technical Manager, Head of Technical Services and other senior colleagues in the effective and efficient operation of the University in whatever manner deemed appropriate

- To support the Scenic Services Technical Manager in identifying proposals for new equipment and resources
- To assist in the planning, scheduling and delivery of university activities, and any other duties commensurate with the level of post as directed by the Scenic Services Technical Manager, Head of Technical Services or other senior colleagues
- To ensure effective maintenance and cleaning of specialised machinery and equipment, completing stock checks and maintaining accurate inventory and asset records
- To maintain adequate stock of consumables, keeping appropriate budgetary records and ensuring the smooth operation of equipment and resources stores and dispensaries
- To produce and review health and safety documentation, including risk assessments, method statements and COSHH assessments under the direction of the Scenic Services Technical Manager and in collaboration with students and colleagues
- To maintain individual student records of attendance and attainment, particularly those related to safety competency

CONTACTS

Internal

- The post holder's primary contact will be with students, directly supporting their learning and teaching activities and live projects. Staff contact will be with the Scenic Services Technical Manager, Head of Technical Services, academic staff, technical and production support colleagues, and staff from Professional Services sections
- Attendance and active engagement with team meetings, stakeholder group meetings and other meetings and committees will be required as appropriate
- The post holder will be expected to positively participate in technical planning and team meetings, as required

External

- The postholder will liaise with suppliers, service agents and contributors to university projects, and where appropriate participate in subject networks and interest groups