



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Technician in Media Practice, School of Media and Communication,
Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£27,344 – £31,387 p.a. depending on experience)

Reporting to: Andrew Irving - Lead Technician

Reference: AHCMC1120

Location: University Main Campus

1 FTE, Full Time, Ongoing. We are open to discussing flexible working arrangements.

Technician in Media Practice School of Media and Communication Faculty of Arts, Humanities and Cultures

Are you a well-organised and adaptable individual, with strong communication skills, committed to supporting an excellent student experience? Do you have experience in technical practice, whether in industry or a media, creative or digital learning environment, and in supporting staff and students in their use of technology? Are you dedicated to promoting academic excellence?

The School of Media and Communication at the University of Leeds is a highly ranked department with a commitment to excellence in both research and teaching. We are ranked 6th in the UK for Communication and Media Studies (Complete University Guide 2025), 12th in the UK (The Times League Tables Rankings by Subject 2024) and 34th in the world for Communication and Media Studies (QS World University Rankings by Subject 2024). In the 2021 Research Excellence Framework 88% of our research was judged to be either 'world leading' or 'internationally excellent'.

We are looking to appoint a motivated and proactive technician to join our team. With hands-on experience of technology in digital, live, and remote environments, you will work collaboratively with staff, students, and team members, primarily providing support to ensure the smooth delivery of all our media practice-based programmes, including film, photography and media, digital media, and journalism. Your duties may also include supporting research-based activities.

As a Technician in Media Practice, you will be part of the technical team, providing support across the school through the provision of audio-visual, IT (Information Technology), and film and photography production support; technical support for television, radio, and podcasting; digital production and blended learning practices; equipment management and loan; undertaking minor first-line maintenance; and any other related duties as required.

It is desirable that you have demonstrable experience of working in a technical capacity within professional environments and experience in the operation and control of lighting, sound, and cameras for both photography and video.



With a focus on technology, digital work, and a commitment to continuous development and learning opportunities, you will share good practice and encourage knowledge exchange between colleagues to facilitate the continuous improvement of the technical service.

You will possess excellent communication skills and have the enthusiasm to deliver an exceptional experience to both students and staff. You will be well-organised, with strong attention to detail and a flexible approach to work. The ability to multi-task and effectively prioritise tasks to meet competing deadlines is essential.

What does the role entail?

As a Technician in Media Practice, your day could include any of the following activities:

- Providing technical support for teaching activities – both in person and, if required, online – which may occasionally involve working unsociable hours or supporting open day activities on weekends (with time off in lieu).
- Assisting undergraduate and postgraduate students with media-related projects, in person or online.
- Utilising the Adobe Creative Suite for collation of student work for display in the school on the digital screens, printed work or open days.
- Assisting with the maintenance and upkeep of the school's studios, equipment store, and teaching spaces, under the oversight of the Senior Technician, ensuring they are ready for learning and teaching activities.
- Assisting with and supporting the running of physical and online Newsdays as part of the Journalism degree programme.
- Adding equipment to the asset register (SAP) and assisting the Senior Technician with the equipment inventory, checking, maintenance, storage, and operating the equipment loans desk.
- Assisting the team with room bookings for students and staff using Microsoft Booking and assisting with the maintenance and layout of rooms, ensuring the movement and tidiness of equipment and furniture within the School of Media and Communication, to ensure their readiness for teaching.
- Assisting the Senior Technician with technical support for any studio bookings as required.



- Supporting students and staff in the setup and use of audio-visual technologies, including lighting and photographic equipment.
- Monitoring and providing guidance on University Health & Safety guidelines when working in practice-based teaching and learning spaces, particularly when electrical, video, lighting, grip, or sound equipment is in use. Conducting Portable Appliance Testing (training will be provided if no prior experience).
- Building effective working relationships and contributing experience, support, and advice to colleagues within the school and its external partners and contributing to team decisions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Technician in Media Practice, you will have:

- Practical experience supporting others with camera/audio technology, software, and IT challenges.
- Professional knowledge and experience in operating audio recorders, photography and video cameras, lighting, and video editing or colour grading software, such as DaVinci Resolve or Adobe Premiere Pro, is desirable.
- Experience and knowledge of the use of the Adobe Creative Suite.
- Experience supporting others in studio environments.
- The ability to analyse and solve problems, using initiative and guidance, and the capability to identify and suggest improvements to service provision.
- A flexible and adaptable approach, with a commitment to seeking development and learning opportunities and the ability to keep up to date with new processes, information, and systems.
- An understanding of the needs of others from different backgrounds and cultures.
- Excellent communication skills: able to work positively with others at all levels and to work effectively, recognising the importance of collaborative working.
- Excellent organisational and time management skills, with the ability to work independently and proactively and organise and prioritise your own workload to meet deadlines and conflicting demands.



You may also have:

- Professional photographic experience including lighting and dark room skills.
- Factual/Fiction filmmaking experience.
- Experience with Blackmagic and Sony camera systems.
- Knowledge of Digital Media practice, virtual production, web design, app development, AI or VR.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Andrew Irving, Lead Technician

Tel: +44 (0)113 343 1991

Email: a.r.irving@leeds.ac.uk

Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from across the world and from all walks of life.



We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of Media and Communication, we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring. We particularly encourage applications from women, as they are currently underrepresented in technical roles within our field. We also welcome applications from Black, Asian, and minority ethnic communities; people who identify as LGBT+; and disabled individuals. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

