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| **Job Title**  | **Post 25 Media, Music and Performing Arts** **Group Leader - Technical Associate**  |
| **School / Service**  | **ACE and ACI**  |
| **Grade and Salary Range**  | **E**  |
| **Location and Hybrid working status**  | **Docklands and USS**  |
| **Reporting to**  | **Head of Technical Services**  |
| **Responsible for**  | **Performance of the Group see details below**  |
| **Liaison with**  | **HOD, Academic/ Research/ Technical Staff, students and suppliers**  |
| **Contract type**  | **Perm 1.0FTE** |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

 If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

 If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

 **THE SCHOOLS/DEPARTMENTS (ACI / ACE)**

The Schools of ACI and ACE comprise a suite of technical and creative academic courses and related research supported by technical groups.  The students on the courses and staff leading the courses engage with technical resources which are essential to their coursework, exhibitions and research.  There are regular exhibitions of work which are used for promotion of the university as well as assessment.

**JOB PURPOSE**

Technical Associate Group Leader in Media, Music and Performing Arts

We are seeking a highly skilled and experienced Technical Group Leader to join our team. In this role, you will primarily be tasked with leading and working in the Music and Performing Arts Group and managing related technical equipment and stores across all ACI (Arts & Creative Industries) and ACE (Architecture, Computing and Engineering) as well as advising and supporting students and staff with appropriate technology applications for coursework, research and exhibitions. This position requires excellent organisational and management skills, as well as a background in technical production within the creative and technical industries to ensure the smooth operation of the equipment stores.

**KEY DUTIES AND RESPONSIBILITIES**

**Operational Management**

* To support the academic courses, exhibitions and research of the students and staff of the University.
* Ensure compliance with health and safety regulations and protocols in technical environments and studios.

* Responsible for day-to-day management of the technical facilities and studio spaces systems on campus and the arts venue (The Source), including but not limited to, sound, lighting, projection, and staging equipment and technical equipment located in the labs.
* Ensuring technical equipment is maintained and available for staff and students for learning and teaching.
* Effectively managing the time of technical staff within a specified group as determined by the Dean, HOD and Head of Technical Services.

**Equipment**

* Provide first-line technical support to staff and students including but not limited to demonstrations of specific equipment, hardware and software.
* Conduct and/or oversee regular maintenance, troubleshooting, and repairs of technical software and equipment to ensure optimal performance and safety, including but not limited to PAT testing of tools and equipment.
* Manage the organisation, staffing and inventory of the technical equipment store, maintaining accurate records of equipment availability, usage, purchase and maintenance history.
* Develop and implement efficient systems (i.e. SISO) for equipment check-out, returns, and tracking, ensuring proper documentation and accountability.
* Foster a culture of continuous learning, professional development, and innovation within the technical production team.

Collaboration and Communication:

* Collaborate closely with other departments, such as production management, artistic direction, and venue operations, to ensure seamless integration of technical production activities and effective communication of requirements.
* When required liaise with external suppliers, contractors, and service providers to source equipment, coordinate rentals, and manage technical support services when necessary.
* When necessary, communicate and coordinate effectively with external partners, and other stakeholders to understand their technical needs, provide guidance, and ensure smooth execution of their project.
* Coordinate technical resources for events, exhibitions, and showcases; ensuring successful implementation and technical support.
* Contribute to the development of policies, procedures, and guidelines related to technology integration and technical support services.
* Work in accordance with UEL’s EDI (Equality Diversity and Inclusion) (Equality Diversity and Inclusion) policies.
* Undertake such duties as may be assigned/directed by the Head of Technical Services /Heads of Department, including cover for staff where appropriate during periods of absence.
* Stay informed about the latest technological advancements and industry trends in technical production, recommending equipment upgrades or innovative technologies where appropriate.

**Special Conditions**

* Although based in the specialist’s facilities allocated to this role, the job may involve working at times in any of the other specialist laboratories, workshops, and studios.
* Lifting and handling of heavy and/or large objects is a necessity although training will be given. Lifting/handling aids are provided when appropriate.
* Contact with chemicals may at sometimes be part of the job and again, PPE is provided alongside COSHH sheets for the materials.
* The College operates a technical space custodian system; the post holder will be expected to assume responsibility for some technical space on this basis as directed by the Head of Technical Services.

**Other Related Activities and Functions**

* To be flexible and to assist with technical duties in other College areas of operation as appropriate, if requested by the Head of Technical Services /SMT, due to variations in workload, staff shortages or re-organisation.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Arts Media, Music and Performing Arts Group**

**1. Technical Leadership**

* Supervise a team of technicians, providing clear direction, workload management, and professional development support.
* Ensure all technical staff are adequately trained and kept up to date with relevant industry and safety practices.
* Oversee team scheduling, task allocation, and performance monitoring to ensure efficient operations.
* Essential: Proven experience supervising a technical team.
* Desirable: Experience in mentoring, training, or developing junior staff.

2. **Specialist Technical Support – Media & Performing Arts**

* Provide hands-on technical support across media production, theatre, and live performance spaces.
* Oversee the setup, operation, and troubleshooting of technical equipment, including:
	+ Media Production: Film and TV studio cameras, editing suites, lighting rigs, green screens, and audio recording equipment.
	+ Theatre & Live Performance: Stage lighting, sound desks, live streaming, projection mapping, and special effects.
	+ Music & Audio: DAWs (e.g., Pro Tools, Logic Pro, Ableton), digital mixing desks, and recording setups.
* Essential: Strong technical expertise in at least one key area (e.g., media production, theatre tech, or music production).
* Desirable: Experience across multiple disciplines within media and performing arts.

3. **Facility & Equipment Management**

* Ensure technical facilities, including studios, theatres, and performance spaces, are maintained, safe, and fully operational.
* Oversee equipment bookings, loans, and inventory management, ensuring fair access and proper handling.
* Develop and maintain equipment maintenance schedules, coordinating repairs and upgrades when necessary.
* Essential: Experience managing technical equipment, procurement, and maintenance.
* Desirable: Knowledge of specialist booking systems (e.g., Skedda, Connect2, or similar platforms).

4. **Student & Staff Support in Technical Learning**

* Provide technical guidance and demonstrations to students on equipment use and best practices.
* Assist academic staff in delivering technical aspects of courses, workshops, and productions.
* Ensure students are trained in safe working practices when using specialist equipment.
* Essential: Strong communication skills and experience working in an educational or training environment.
* Desirable: Experience in delivering workshops, technical inductions, or student mentoring.

5. **Health, Safety & Compliance**

* Ensure compliance with health and safety regulations, including risk assessments, manual handling, and safe rigging.
* Conduct regular equipment inspections to identify and address potential hazards.
* Maintain up-to-date knowledge of industry safety standards, including PAT testing, COSHH, and working at height regulations.
* Essential: Understanding of health and safety regulations within media and performing arts environments.
* Desirable: Certification in first aid, PASMA, or IOSH health and safety training.

**COMPETENCIES REQUIRED**

* Organised and self-motivated (A/I)
* Competent to lead and work in the Fashion Group or Performing Arts Group.
* Must demonstrate a genuine interest in this technical area (A/I)
* Ability to communicate at all levels with effective interpersonal skills with both staff and students (A/I)
* Ability to support students and staff in a practical environment in coursework and research(A/I)
* Ability to identify problem areas and demonstrate solutions clearly (A/I)
* Highly collaborative: Ability to work positively within a multi-disciplinary technical staff team and academics (A/I)
* Values-driven: you act with integrity and committed to work within the values and behaviours expected of UEL staff. (A/I)
* Committed to continuous learning and self-reflection; You welcome feedback and continually seek to develop your own knowledge and skills. (A/I)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Educated to degree level in a relevant area, or gained substantive equivalent experience in a relevant field (A/C)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!