

JOB DESCRIPTION

JOB TITLE

Technical Intern (Performance Design)

GRADE

I

FACULTY / DIRECTORATE

Faculty of Media and Performance

REPORTS TO

Senior Technician (Performance Design)

ROLE SPECIFIC INFORMATION AND CHALLENGES

Arts University Bournemouth prides itself on delivering courses aligned to the creative industries, offering students experiences of traditional and contemporary techniques and technology.

Working alongside the team of dedicated Technician Demonstrators, the Technical Intern will provide technical support during formal and informal induction and tutor led taught sessions, assist with the oversight of studio and workshop activities, issue and receive resources from stores, and provide support across the subject area as required, includes some overseeing of activities in the fabric Dye Room.

Available on a flexible basis throughout the working day, including occasional evenings and weekends, the post holder will have the necessary skills and experience to offer supportive advice and encouragement to increasingly independent learners, contributing to managing student expectation and supporting the development of specialist resources.

The internship provides the post holder with the opportunity to enhance their understanding of, and familiarity with, make-up, prosthetics, hair, wigs and some fabric dye processes and techniques, whilst increasing their understanding of effective workplace health, safety and welfare. The post holder will also enhance their understanding of make-up and costume within live performance and film production settings whilst gaining valuable understanding and experience of the working environment to help their future career and increase their employability.

PURPOSE

- To assist the subject area technical team in the support and delivery of make-up workshops, demonstrations and lectures
- To oversee independent student work practice, ensuring safe working procedures are maintained at all times
- Provide general support throughout the working day, to include occasional evenings and weekends
- To contribute to ensuring safe working practices are observed in accordance with the University's Health and Safety Policy

KEY DELIVERABLES

Specialist:

- To demonstrate a good working knowledge of make-up equipment, resources and techniques, and support the delivery of workshops, demonstrations and lectures
- To support and advise students on make-up techniques alongside the technical support team and academic staff.
- To assist the technical support team in ensuring working practices adhere to legislative and University requirements in respect of health, safety and welfare
- To assist in the day-to-day maintenance of equipment and resource areas, ensuring teaching spaces, studios and specialist equipment are available and serviceable

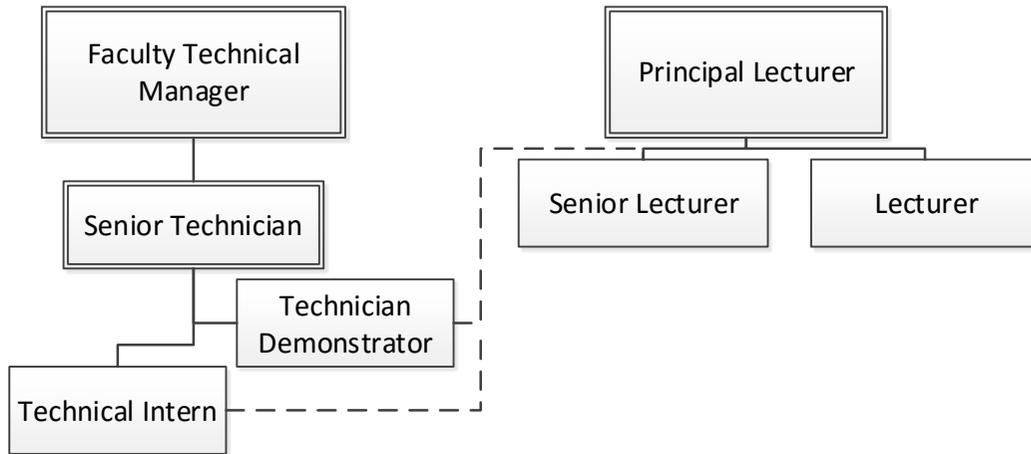
Planning & Organisation:

- To assist in the planning and delivery of technical workshops and demonstrations
- To contribute to the effective maintenance and cleaning of specialist equipment and assist in the coordination of inventories
- To undertake duties as necessary to ensure the smooth operation of specialist resource areas and of the resources store
- Attend team meetings and any other such meetings when requested

Customer / Teamwork:

- To work closely with the Senior Technician and Technician Demonstrators to ensure the provision of high quality technical support to students and academic colleagues
- To work enthusiastically, collaboratively and effectively as a member of a team and on own initiative, responding positively to changeable working patterns which may include evenings and weekends
- To support a positive health and safety attitude, observing legislative and University requirements
- Assist the Senior Technician and Faculty Technical Manager in the effective and efficient operation of the Faculty in whatever manner deemed appropriate and undertake such other reasonable duties as may be required by the University

ORGANISATION CHART



Contacts

Internal

- The post holder's primary contact will be with students, directly supporting their learning activities and live projects. Staff contact will be with the Faculty Technical Manager, Senior Technician, Subject Area academic staff and technical support colleagues.

- Attendance at team meetings, Subject Area Boards and other meetings and committees will be required as appropriate

External

- The post holder may occasionally liaise with suppliers, service agents and external contributors