

PERSON SPECIFICATION

JOB TITLE

Technical Intern (Performance Design)

GRADE

I

KNOWLEDGE AND UNDERSTANDING

Awareness of key challenges within the Higher Education sector

ESSENTIAL / DESIRABLE

Desirable

Awareness of AUB

Essential

Understanding of the key deliverables of the job

Essential

Understanding of health and safety working practices

Essential

SKILLS AND ABILITIES

MS Office skills as appropriate for the post

ESSENTIAL / DESIRABLE

Essential

Ability to work effectively in a team whilst being able to work independently

Desirable

Good administrative and organisational skills

Essential

Effective communication skills, both verbal and written

Essential

Practical experience of processes and techniques of make-up for media and performance

Essential

Understanding of processes and safe working practices of fabric dyeing

Desirable

EXPERIENCE

Experience of working in an environment relevant to the post

ESSENTIAL / DESIRABLE

Desirable

Experience of office administration

Desirable

Experience of team working

Essential

PERSON SPECIFICATION

QUALIFICATIONS

| | ESSENTIAL / DESIRABLE |
|---|-----------------------|
| Degree Level Qualification within a relevant subject | Essential |
| Level 3 qualification and/or equivalent experience | Essential |
| GCSE Maths and English, minimum grade C and/ or equivalent qualification/experience | Essential |

BEHAVIOURS

Organisational and sector awareness

Demonstrates a good understanding of these areas in the delivery of duties.

Customer Service

Positive approach to customer service, looking to meet expectations wherever possible.

Communication

Clear and effective verbal and written communication skills with colleagues (and students, where appropriate).

Team working

Positive approach towards and contribution to team working.

Flexibility

Successfully adapts to the changing University environment.

Time management

Achieves deadlines and balances workload priorities by effective prioritisation and planning, escalating issues where appropriate.