

JOB TITLE:

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| E-learning & Audio Visual Technician |

PURPOSE OF THE JOB:

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| * To support the Head of Learning Technologies & Bespoke Courses
* To be responsible for the recording and editing of e-learning material
* Create courses in the e-learning platform (Moodle)
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 DUTIES & RESPONSIBILITIES:

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| * To record and edit material for e-learning and other activities of the Institute
* Set up courses in Moodle under the direction of the Head of Learning Technologies & Bespoke Courses
* To liaise with the Institute Manager about co-ordinating various tasks
* Responsible for audio and visual recordings of Wednesday evening meetings (8 – 10.30pm)
* Work with the Archivist on the archives’ audio visual project if required
* Under the coordination of the Head of Learning Technologies & Bespoke Courses to liaise with the membership for recording lectures/public events run by the Institute and undertake the recordings when appropriate
* To edit the website when required
* Share in general office activities including reception/telephone cover
* Provide cover as required for absent staff (sickness / holiday)
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REPORTING TO:

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| * Head of Learning Technologies & Bespoke Courses
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WORKING HOURS:

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| * Part-time 3 days a week, 2 years renewable contract. Flexibility with days and hours is essential. During busier periods there will be opportunities to work more days. Weekend and evening work may also be required.
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HOLIDAY ENTITLEMENT

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| * 25 days pro rata
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SALARY

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| * Circa £25,000 pro rata, depending on experience. Possibility of earning overtime on various projects.
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**PERSON SPECIFICATION**

KNOWLEDGE & EXPERIENCE:

Essential:

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| * Experience of Adobe Premier Pro filming and editing software
* Experience in filming
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Desirable:

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| * Experience of filming and editing in an educational setting which includes the use of AV equipment in lecture halls/seminar rooms
* Experience of Moodle
* Experience with website editing software
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SKILLS/ ATTRIBUTES:

Essential:

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| * Ability to work under pressure and to tight deadlines
* Eye for style, format and layout of course material (Moodle design)
* Excellent communication skills
* Ability to plan ahead and anticipate problems
* Ability to relate to and deal sympathetically with the membership and public
* Able to solve problems creatively
* Ability to work within a team and contribute to the overall effort
* Positive and willing attitude to dealing with work problems
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Desirable:

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| * Understanding of working within a membership framework
* Knowledge of psychoanalytic concepts
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EDUCATION:

Essential:

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| * A Bachelor degree or equivalent experience/qualification.
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