



# Media & Audio-Visual Services Apprenticeship

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students. Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

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## Job description

### Position details

**Job title:**

Media & Audio-Visual  
Services Apprentice

**Grade:**

Apprentice

**Department:**

School of Arts and  
Culture

**Line Manager Job Title:**

Course Leader for BA  
Screenwriting and  
Producing

### Job purpose

Working to support both the Media Services (academic areas) and IT teams, you will assist in the operation of the Media Services Equipment room and provide audio-visual IT support for events at Regents. You will also contribute to audio-visual technical support for courses and modules.

You will help ensure that learning spaces and events are adequately equipped and that learners and/or event attendees are supported in the use of media and AV equipment as appropriate.

**The Regent's Way** is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence  
We don't fear failure; we learn from it  
We challenge ourselves



We're better together  
We create synergy when we collaborate  
We celebrate our successes



About people, cultures, ideas  
We're inclusive and welcoming of new perspectives  
We encourage learning and growth

## Main responsibilities

- 1 Assist in the loaning of media services equipment using the computerised booking system. Help to keep inventories as required.
- 2 Provide first line support in fixing faults and escalate to the ITS team when required.
- 3 To support students, staff and visiting professionals with guidance for the use of loaned technical equipment.
- 4 To provide audio-visual technical support for events and conferences that run outside of term-time.
- 5 To provide front line technical support for specialist teaching spaces, including: TV Studio, Drama Studios, Podcasting Room, Edit Suites, ADR Room & Photography Studio.
- 6 Comply with and support the University's Health, Safety and Wellbeing policies and take reasonable care for your own health and safety and that of others.
- 7 Where appropriate, engage in professional technical practice and to contribute to continuing professional development at Regent's University London.
- 8 Any other relevant duties that may arise from time to time as requested by the Director of Content, Course Leaders, Head of ITS Service Operations, or other senior management of the University, this may include covering other technicians and technical demonstrators as and when required, and assistance at open days and agents' visits.
- 9 Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.

# Person specification

## 1. Position details

<b>Job title: Audio-Visual Services Apprentice</b>
<b>Grade: Apprentice</b>
<b>Department: School of Arts and Culture</b>
<b>Line manager job title: Course Leader for BA Screenwriting and Producing</b>

## 2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
<b>Qualifications &amp; training</b>		
Undergraduate degree in relevant discipline		D
Professional training in relevant industry		D
<b>Experience</b>		
Appropriate experience of working with digital media and audio-visual technical equipment		D
Experience in in a relevant professional area		D
Previous experience working with audio-visual equipment in an educational or customer-focused context		D
<b>Knowledge, skills &amp; competencies</b>		
An interest in AV & IT	E	
Basic experience and understanding of the use and technical capabilities of AV or IT systems or equipment	E	
Excellent communication skills both verbal and written.	E	
Excellent organisational skills	E	
Excellent time-management skills	E	
Studio and workshop management skills		D
Technical demonstration for production purposes		D
Experience of health and safety procedures and monitoring in a professional setting		D
Previous experience of working in AV/IT role would be advantageous		D
<b>General attributes &amp; personal qualities</b>		
Ability to work to deadlines and within budget	E	

Customer focused – anticipates the requirements of the customer (whether they be internal or external) and meets those needs in a timely manner.	E	
Interest in practice-led research, produces high quality and accurate work that they routinely sense check. Sets, works to, and maintains high operational standards and is detail focused.		D
Shows initiative, manages own workload effectively, delivers against own commitments and follows through on tasks to completion in a timely manner.		D
Willingness to enable in developing additional digital skills		D
<b>Other / special requirements</b>		
Experience of the use of equipment and providing training (and inductions) for staff, students, and externals in the use of Technical/ Media equipment within H&S guidelines.		D