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Job Specification

Title:	Technology Manager for the Screen South Digital Hub and Hi3 Network
Salary:	£40,000pa F/T
Reporting to:	Project Manager, Digital Hub and Hi3 Network
Contract:	Fixed term contract ASAP until July 2023

Purpose of post

The Technology Manager for Screen South's Digital Hub and Hi3 Network will be based at Screen South in Folkestone and will be part of the delivery team for the Folkestone Hi3 Digital Hub along with the Folkestone Digital Hub Community Manager and led by the Folkestone Hi3 Digital Network Project Manager. The Delivery Team will work with the MD of Screen South to deliver our Digital Hub and the Hi3 Network

Background

Screen South is a not-for-profit Creative Development Company with a focus on digital, operating in the wider creative and cultural sector. We deliver and lead innovative projects across screen-based media and the wider heritage, cultural and creative industries. Our new Digital Hub based at The Glassworks in Folkestone is part of the new Hi3 Network partnership, which includes Canterbury Christ Church University, London Southbank University, Creative Folkestone, and Maidstone Studios. We have recently secured ERDF funding as part of the Hi3 Network to provide space, facilities, opportunities, and expertise to support creative innovators to develop ideas and practice. We will offer events and activities that are public, as well as focused programmes for the new Hi3 Network members who will gain access to lab/studio space, digital lounge desks, meeting rooms and a high-end broadband connectivity. The new project will provide a programme of activities with specialist advice and guidance focusing on creative digital tech. It will also provide resources for new talent, Freelancers, SMEs and emerging Creative-Digi-Tech enterprises, supporting innovation and the development of new digital projects.

Alongside innovation and creative project support the Digital Hub and Hi3 Network members will be able to develop new practical applications with access to high end digital facilities and guidance. The aim is to strengthen the level of Innovative Creative Digital activity locally and across the South East area as well as widening the offer on a national level for new collaborations. We will also have mobile and virtual elements so that we can provide outreach Creative DigiTech workshops to our creative and cultural partnership network across the South East area. The Hi3 Network participants may be new to digital creative production or more experienced artists and companies who would benefit by having access to bespoke support, including research and innovation support, alongside 24/7 access to DigiTech facilities to try out new ideas.

Job Description

The Technology Manager for Screen South's Digital Hub and Hi3 Network will be based at Screen South in Folkestone and take care of the daily management of the co-working Digital Lounge spaces, studio, editing suites and technical aspects of the Hubs digital connectivity, broadband network and associated Cloud storage. They will also oversee the live streams between the Hubs, advise on equipment procurement, and ensure equipment is kept in good order.

The Technology Manager for the Screen South Hi3 Network Digital Hub will have regular contact with, and support from, the Lead Technology & Development Manager who is part of the overall Delivery Team for the Hi3 Digital Network at London South Bank University. There will be regular meetings between the Lead Technology and Development Manager and the Technology Managers at the Folkestone and Canterbury Hubs to share new innovations, access research and development and to problem solve.

The Technology Manager will work closely with the Digital Hub Hi3 Project Manager and Community Manager to ensure that the planning and delivery of the events and workshops provide the attendees with the optimum environment for networking, innovation, and research and development. They will also advise and guide programme participants on best technical options and solutions for project development and provide leading tech awareness.

The Technology Manager will work with other members of the Screen South team to disseminate new procedures and technical advances.

Role and Responsibilities

1. Maintaining a future-facing perspective by keeping up to date with industry level developments and being aware of new opportunities and challenges.
2. The role will require you to disseminate technical information in an accessible manner and to be confident in the sharing of expertise with audiences who could be new to certain developments.
3. Assist in the planning of workshops and events to ensure that new technological applications are shared. Source inspirational speakers and mentors for events and workshops from industry and research outlets working with key academics from university partners.
4. Manage the production space, and editing suites including bookings, regular Health and Safety checks, and compliance with Government guidelines etc. Liaise with Screen South staff to ensure smooth running of the facilities and collaborate with the other Hubs to optimise the bookings and use of the facilities.
5. Keep a central record of all kit, liaise with Screen South staff on loans, check all kit on a regular basis and provide the Project Manager with a monthly report of any necessary repairs or replacement recommendations.
6. Support the identification of, and gathering of quotes for, equipment and consumables

required for delivery of projects. Scope technical requirements for the studio and for research projects working within the project budget. Research identify & assist the MD Screen South and the Project Manager in procuring technical equipment/assets.

7. Working with other Technology Hub Managers and with advice from the Lead Hi3 Network Technology and Development Manager at Maidstone Studios, create a database of researchers, freelancers and industry creatives to facilitate demonstrations of emerging technologies that might be of interest to freelancers and SMEs taking part in the programme.
8. Support SMEs with advice about implementation of new technologies, including assessment of suitability.
9. Provide regular updates to the Screen South Delivery Team and to the wider organisation.

PERSON SPECIFICATION:

1. A degree in a relevant discipline or equivalent professional experience.
2. A keen interest in new technologies and their application as a storytelling and communication tool, and the ability to encourage multiple stakeholders to explore emerging practices and processes.
3. You will bring substantial technical and creative production skills from your previous role(s) delivering in moving image media including camera operation, editing, location and studio lighting, sound and vision mixing for broadcast and streaming technologies.
4. You will be adept at first line trouble-shooting and have extensive experience of identifying and procuring production equipment. You will have a wide understanding of new kit and be able to develop relationships with suppliers to enable the trialling and testing of equipment. You will be able to assess and communicate the pros and cons of kit to SMEs.
5. Professional experience of working as a studio supervisor or manager in commercial studios and/or Higher Education would be an advantage.
6. You will have excellent person skills and be able to identify and pair the right researchers and SME's with the right technical expertise from industry where necessary. You will have a demonstrable track record of maintaining a wide range of relationships over a period of time.
7. Your excellent written and verbal communication skills will be coupled with the ability to communicate and support multiple projects to ensure each has the best environment to reach completion.
8. You will be able to evidence having a thorough understanding of different broadcast standards for various media including emerging media such as eSports, and live streaming platforms such as Tik Tok and YouTube. An up-to-date knowledge of trends within the media landscape and operational experience of producing live events and broadcasts would be helpful.
9. Demonstrable experience of creating online content for social media, e.g., web series/online documentaries etc will be an asset. You will also be comfortable working

across social media.

10. You will be highly organised and have a flexible approach to work including the ability to prioritise complex workloads and manage changing priorities.

11. You will be willing to work flexible hours as the project dictates

Terms and conditions:

Salary: £40K per annum for a maximum of 23 months depending on start date.

Hours: This is full time contract which is 35 hours per week, some evening and weekend work will be required, which will be recompensed with time off in lieu.

Annual Leave: 25 days per year plus Bank Holidays pro rata.

Base: The post-holder will be based at Screen South's office in Folkestone but may be required to travel across the South East for meetings and network events if needed. Any travel and working in the office will be considered on a basis of how safe it is for the postholder to do so in the current circumstances of the Covid 19 pandemic.

Application Process

Applicants are required to send a CV, covering letter outlining how you fulfil the brief and 2 named referees. If you are selected for interview you will have to provide evidence of right to work in the UK

Deadline for applications: 10am on Thursday 29th July, 2021

Interviews (via Zoom): Tuesday 3rd August 2021

Please send electronically to:

Jo Nolan, Managing Director

Email: recruitment@screensouth.org

Tel: 01303 259 777

Alternatively you can telephone or email to request application materials in other formats and to discuss the application.

Screen South

Digital Hub

The Glassworks

Mill Bay

Folkestone

Kent,

CT201JG

www.screensouth.org

<https://www.sbi.business/hi3/home>