AV and ICT Technician
Flexible; including some evenings and weekends

St Hilda’s College

Founded in 1893, St Hilda’s is one of the constituent Colleges of Oxford University. It is a thriving intellectual community, and enjoys one of the most beautiful sites in Oxford, being set in spacious gardens on the banks of the Cherwell, close to Magdalen Bridge.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 35 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The Governing Body consists of the Principal and Fellows, and the College currently has about 600 students of whom 400 are reading for undergraduate degrees, and 200 are graduate students. The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/

The College values and fosters:

- The highest standards of academic excellence and innovation;
- The world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- The intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- The original founding principles of equal opportunity and social inclusivity;
- A diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- Respect and support for Oxford’s rich traditions and engagement with the contemporary world beyond the University.

Overall Objective

To provide high quality and professional audio-visual service and technical support to the College in a flexible working pattern including whole evenings and occasional weekends. The IT technical support is needed for the whole College; much of the AV support needed is for the Jacqueline du Pré Music Building (JdP), a music venue specifically built for chamber music performance and dedicated to the memory of the cellist Jacqueline du Pré. The JdP is a part of St Hilda’s College, Oxford and is located within its beautiful grounds on the banks of the River Cherwell.

Main Responsibilities

- Provide 1st line ICT support to members and visitors of the college
- Provide ICT support for Exams and Collections during evening and weekends
- Provide AV and ICT support during College admissions for overseas interviews (Skype)
- Attend internal meetings with the ICT team, the Events team and event organisers
- Operate and support College Audio Visual (AV) facilities, particularly during artistic events in the Jacqueline du Pré building
- Available to meet with AV suppliers/contractors for both maintenance purposes and planning and designing of new or upgraded facilities
- Provide media support to College members and customers, such as video and audio editing
- Assist the communications officer and the JdP staff with the production of audio and video media for the college website and social media services such as YouTube and LiveStream
Requirements

Essential

- Experience / knowledge of setting up and running audio visual equipment
- Computer literate with knowledge of Microsoft operating systems and Microsoft Office, particularly PowerPoint, in addition to excellent interpersonal skills and a good standard of personal presentation
- Flexible approach to working
- Ability to work under own initiative with effective time management
- Ability and willingness to attend call outs out of normal working hours
- Ability to work as part of a team
- Ability to complete basic administration tasks
- The ability to move and set up College furniture, fittings and equipment
- Willingness to perform manual tasks in collaboration with the Buildings and Conference Offices

Desirable

- Experience of video and audio editing to produce electronic media
- Experience of MacOS

Hours of Work: 35 hours per week

N.B. Regular hours would be weekdays 09:00 to 17:00 (or 09:30 to 17:30 if preferred), although flexibility is required as you may need to work some evenings and weekends (especially during term). Should you be required to work extra hours (i.e. over 35 or at weekends) you will be expected to take time off in lieu at a time agreed with your line manager. You will be expected to have a flexible attitude to work and work duties and the College will, where possible, take a flexible approach within the operational needs of the IT department.

Pay: £14,287 pa

NB: This is temporary appointment of up to 2 years, and involves some anti-social working hours.

Responsible to: The IT Manager
The post holder will also need to work closely with the IT Officer, and the JdP Manager, and maintain close contact with the Domestic Bursar’s office, Lodge and Buildings team.