



NOTES

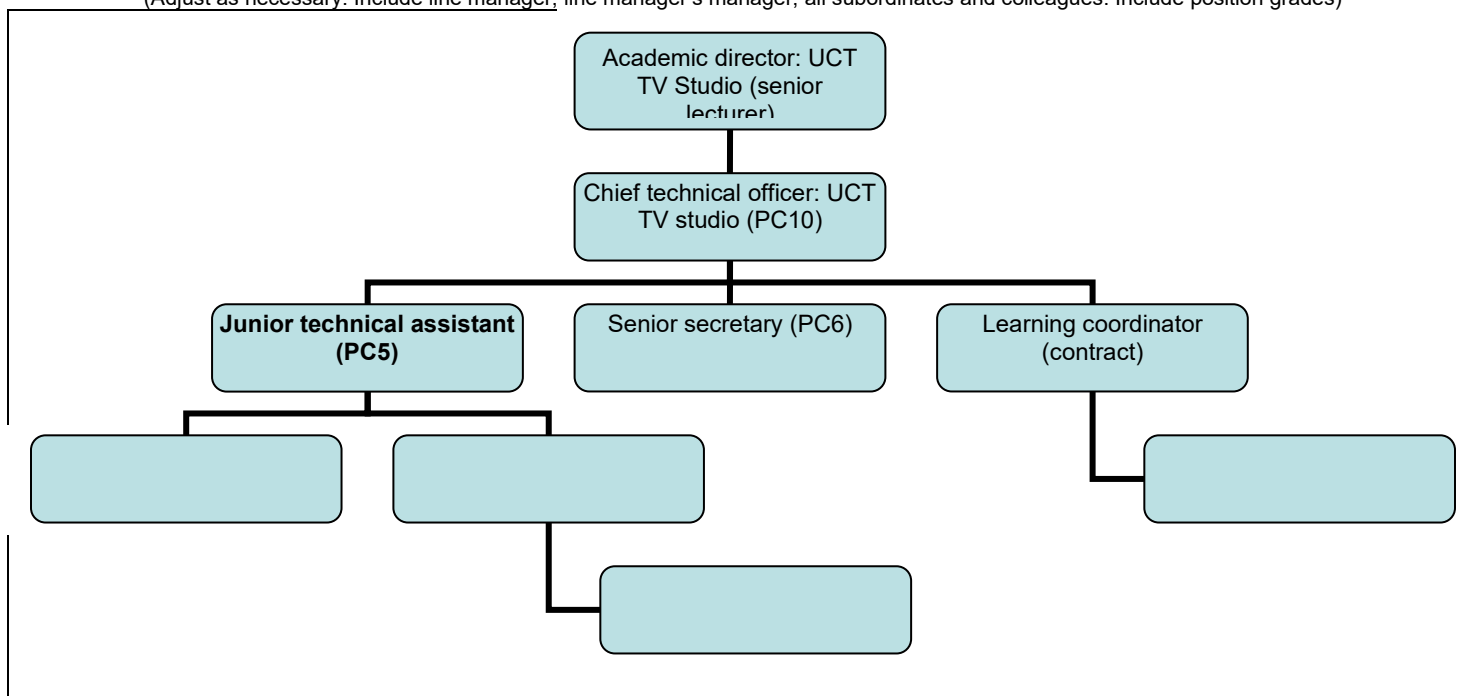
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Technical Assistant		
Job title (HR Practitioner to provide)	Technical Assistant		
Position grade (if known)	PC05	Date last graded (if known)	none
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Centre for Film and Media Studies		
Division / section	UCT TV		
Date of compilation	2019/06/21		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to assist the Chief Technical Officer and Senior Secretary in providing technical services to UCT TV Studio users, contribute to the smooth, efficient and safe operation of UCT TV and add to a positive experience for all users of UCT TV equipment, facilities and services, including UCT Film and Media students, UCT staff, outside users and the UCT TV production unit.

Note: Job descriptions cannot be exhaustive and post-holders may, from time to time, be required to undertake duties or perform tasks that are broadly in line with the above key responsibilities.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Technical duties	60	<ul style="list-style-type: none"> support and assist registered UCT students, short course participants, staff and other equipment users in checking gear in and out perform gear checks upon collection of equipment, ensuring that all booked equipment is issued and checking whether user is familiar with operation of equipment perform gear checks upon return of equipment, ensuring that ensuring that all booked equipment is returned in good working condition (no loss, damage, excessive dirt) and checking whether user experienced any challenges operating equipment clean equipment after it is returned by users charge batteries for next use after they are returned by users issue instructions on proper use of equipment to users as required/requested take part in UCT TV productions in various capacities e.g. sound recordist, camera operator, editor assist CTO in studio during shoots and training, setting up equipment like lights, cameras, sound, operating vision mixing and other control room equipment perform format conversions to the specifications provided by the CTO and/or client check quality of own work (production, reproduction) before submitting to line manager or client ensure that studio equipment, chairs etc are set up and working for staff and guests teaching in studio and support staff & guest lecturers during teaching perform other tasks related to smooth running of unit and quality of user experience as assigned by CTO or academic director 	<ul style="list-style-type: none"> Users receive gear in good working order Equipment kits are complete with all equipment booked by the user All users are clear on the proper use of the equipment Equipment is clean and in good working condition (including charged batteries) when issued to users Faults & damage are reported timeously to CTO for repair/disciplinary action Equipment is prepared ahead of time for collection Equipment is stored as directed Working spaces (including gear check bay, studio, control room, edit lab, edit suites and conversions room) are kept clean and neat at all times Production and postproduction tasks are performed to the expected standard All footage is delivered to the producer or editor, and/or backed up as directed All studio shoots and training run smoothly and technical support is provided as needed Training/teaching in the studio can be offered punctually and efficiently, with all equipment, furniture and technical support in place Format conversions are delivered to clients on time, to the expected quality and matching their brief/ requirements All work is performed to the quality expected Any other tasks required by CTO or academic director are performed on time, to expected quality and in accordance with brief given

2	Maintenance and Reporting	25	<ul style="list-style-type: none"> • clean and check equipment after every shoot • report faults and/or damage identified or reported by users during or after gear checks and cleaning to the chief technical officer • assist chief technical officer with equipment maintenance • report any operational issues, that may adversely affect the smooth running of unit and quality of user experience • keep work areas tidy and clean • return equipment (including cleaning tools) to their proper storage positions after use 	<ul style="list-style-type: none"> • all equipment is clean and in working order when issued to users • equipment is regularly maintained and any problems identified proactively • faults are reported to chief technical officer timeously, before issuing equipment to next user • repairs and maintenance that can be performed “in house” are completed • operational issues are identified and reported timeously • all working areas of the studio are clean and neat, creating a safe and accessible working space • equipment and tools are properly stored when not being used
3	General administration	20	<ul style="list-style-type: none"> • assist secretary with equipment issuing, receiving and other tasks • liaise with both secretary and chief technical officer, taking instructions from them and reporting to them • receive documents and instructions related to equipment bookings from secretary • report any deviations from original booking to secretary • assist secretary in keeping track of equipment use for reporting to academic director 	<ul style="list-style-type: none"> • up to date information is made available to secretary so that she can perform administration (e.g. record keeping) related to equipment issuing and receiving • up to date and accurate use data is available to the academic director and CTO to guide their studio strategy and equipment acquisitions • clear communication with other staff members (including peers and line managers) is maintained at all times
4	Health and Safety	5	<ul style="list-style-type: none"> • identify and report safety hazards/concerns to the CTO • store any hazardous materials (including equipment cleaning liquids) in locked cupboards • Instruct users in the safe operation of any potentially dangerous equipment • Monitor building security and safety by performing tasks such as locking doors after operating hours • Report all security issues to line manager immediately • Assist with emergency evacuation 	<ul style="list-style-type: none"> • UCT safety and security requirements are adhered to • A safe and secure working environment is maintained at all times • All concerns are reported to the relevant parties without delay

MINIMUM REQUIREMENTS

Minimum qualifications	Matric (or relevant NQF4 qualification)			
Minimum experience (type and years)	Formal film or video production qualification and/or completed internship with a production company and/or completed an internship or formal training at an equipment rentals company (gear house) and/or relevant technical experience			
Skills	Operation of video and sound recording equipment Video and sound recording equipment cleaning Video and sound recording equipment fault identification Good verbal and written communication skills Basic MS Word and Excel, internet and email correspondence skills Good time management and organizational skills The ability to work independently, in a team and under pressure Physical ability to lift and handle heavy loads, climb stairs and ladders and perform tasks require fine motor skills Ability to remain calm and respond politely to a diverse staff complement and user base (race, gender, background, class, age etc) Ability to receive instructions from superiors			
Knowledge	Film/video equipment types, makes & models Operation of video and sound recording equipment On set and rentals house procedures & hierarchies			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Good interpersonal skills Positive attitude to work and good work ethic (passion, dedication) Desire for ongoing learning Service delivery orientation Problem solving skills Assertiveness			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Continuous learning	2	Professional knowledge and skill	2
	Communication	1	Quality commitment and work standards	1
	Client/Student Service support	1	Teamwork/collaboration	1
	Energy	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> support and assist registered UCT students, staff, short course participants and other users in checking gear in and out perform gear checks upon collection of equipment perform gear checks upon return of equipment issue instructions on proper use of equipment clean and maintain equipment after every shoot report faults and/or damage to the chief technical officer immediately assist chief technical officer with equipment maintenance assist chief technical officer with studio set-up and operation assist secretary with equipment issuing, receiving, data collection and other administrative tasks liaise with both secretary and chief technical officer, taking instructions from them and reporting to them assist studio producer/director and CTO where needed with studio and location shoots perform and/or assist with format conversions
Amount and kind of supervision received	Daily interaction with peers & line managers. Instructions from line managers, requests from peers. Training & mentorship from supervisors.

Amount and kind of supervision exercised	Supervises student gear checks on a daily basis. Provide instruction on proper use of equipment to users.
Decisions which can be made	Equipment cleaning and maintenance without cost implications
Decisions which must be referred	Equipment maintenance with cost implications, equipment purchases, "blacklisting" of users

CONTACTS AND RELATIONSHIPS

Internal to UCT	CILT, CFMS staff (especially conveners of production courses)
External to UCT	Film production companies, equipment rentals companies, equipment suppliers, equipment repair companies, producers/suppliers of equipment packaging (cases, bags) & lables.