

Job Description

The BOA Group is a Multi-Academy Trust comprising specialist academies located in the heart of Birmingham city centre, at the centre of the region's thriving creative and digital industries. While based in Birmingham, our academies attract students from across the wider Midlands region. Since the launch of first school, Birmingham Ormiston Academy (BOA), the BOA Group has grown to include three purpose-built academies, each dedicated to delivering exceptional education in the creative, digital, and technical disciplines.

BOA Stage and Screen Production Academy is a unique, industry-led training academy for 16-19 year-olds, that prepares young people to enter behind-the-scenes roles in the regional Stage and Screen industries. By blending high quality learning with industry-led projects and work-based training, BOA Stage & Screen Production prepares students for a career in film, TV, content, live events, theatre production, and associated fields within the arts and entertainment industry.

At Level 3, students choose from five, full-time pathways:

- Set, Props and Costume
- Lighting and Sound for Live Performance
- Hair and Make-up for Theatre, Film, TV
- Film and TV
- Writing, Directing and Screen craft (Acting)

Each level 3 pathway is underpinned by one or more level 3 BTEC qualifications (worth the equivalent of 3 A'Levels), and includes a professional development programme, industry qualifications, and work placements. Some students also opt to study an additional academic qualification (A'level or GCSE).

At Level 4, students choose from four, full-time pathways:

- Theatre Making
- Film Making
- Acting
- Make-up, Hair and Special Effects

Each level 4 pathway is underpinned by a UAL level 4 professional diploma qualification. This one-year qualification provides a robust framework that combines practical skills development with critical and contextual understanding, preparing students for progression into employment, higher education, or freelance practice within the creative industries.

Our curriculum is designed to address the needs of the industry, and as a result students work regularly on major outward facing projects with partners such as the BBC, Threewise Entertainment, PRG, Screenskills, the Old Rep Theatre, the RSC, Birmingham Royal Ballet, Mission Accomplished, and many others.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Job role	Film and TV Technician
Location/Site	BOA Stage and Screen Production Academy
Salary / scale point	SCP 4 – 8 (£25,185 - £26,824)
Reporting to	Head of Department – Screen Production
Hours (F/T, P/T, TT, F/Y etc.)	Full time
Annual leave Allowance	Statutory annual leave plus academy closure periods.
Job Summary	
<p>The Film and TV Technician will play a key role in supporting the delivery of high-quality Film, Television and Media education within the academy, providing technical expertise to staff and students across practical lessons, workshops and productions. The postholder will maintain and manage industry-standard equipment, studios, editing suites and digital resources, ensuring all facilities are safe, organised and fully operational to support an engaging and professional learning environment for students aged 16–19. The role will involve supporting all stages of media production, including filming, lighting, sound, editing and post-production activities.</p> <p>Working closely with teaching staff, the Film and TV Technician will help students develop practical, technical and creative skills relevant to the film, television and wider creative industries. The postholder will promote professional working practices, health and safety, and the effective use of specialist equipment, while also supporting academy events, student projects and enrichment opportunities that enhance learners’ experiences and aspirations within media and screen industries.</p>	
Main responsibilities	
<ul style="list-style-type: none"> ▪ Prepare, maintain and manage film, television, photography and audio-visual equipment for teaching and student productions. 	
<ul style="list-style-type: none"> ▪ Provide technical support for classroom-based and practical lessons in film, TV and media production. 	
<ul style="list-style-type: none"> ▪ Assist students and staff with camera operation, lighting, sound recording, editing software, and studio equipment. 	
<ul style="list-style-type: none"> ▪ Troubleshoot technical issues relating to hardware, software and production equipment. 	
<ul style="list-style-type: none"> ▪ Maintain an inventory of cameras, lenses, microphones, lighting kits, tripods, editing suites and related equipment. 	
<ul style="list-style-type: none"> ▪ Ensure all equipment is serviced, stored securely, and functioning correctly. 	
<ul style="list-style-type: none"> ▪ Support teaching staff during practical sessions, demonstrations, and project delivery. 	
<ul style="list-style-type: none"> ▪ Maintain an inventory of cameras, lenses, microphones, lighting kits, tripods, editing suites and related equipment. 	
<ul style="list-style-type: none"> ▪ Ensure all equipment is serviced, stored securely, and functioning correctly. 	
<ul style="list-style-type: none"> ▪ Manage booking systems for media equipment and studio spaces. 	
<ul style="list-style-type: none"> ▪ Recommend replacement or procurement of equipment in line with curriculum needs and budget. 	
<ul style="list-style-type: none"> ▪ Support the setup and operation of film/TV studios, green screen areas, editing suites and production spaces. 	
<ul style="list-style-type: none"> ▪ Assist with student filming projects, live broadcasts, performances, screenings and academy events. 	
<ul style="list-style-type: none"> ▪ Support location shoots where required. 	
<ul style="list-style-type: none"> ▪ Maintain editing suites and ensure software is up to date (e.g. Adobe Premiere Pro, DaVinci Resolve, Adobe After Effects, Avid). 	
<ul style="list-style-type: none"> ▪ Support students in exporting, managing and archiving digital media projects. 	
<ul style="list-style-type: none"> ▪ Conduct routine equipment inspections and report faults or maintenance requirements. 	
<ul style="list-style-type: none"> ▪ Assist with file management, storage systems and media backups. 	
<ul style="list-style-type: none"> ▪ Provide practical guidance to learners during workshops and productions. 	
<ul style="list-style-type: none"> ▪ Promote safe and professional use of specialist media equipment. 	
<ul style="list-style-type: none"> ▪ Encourage students to develop technical skills relevant to film, television and digital media industries. 	
<ul style="list-style-type: none"> ▪ Ensure compliance with academy health and safety procedures in studios and on location. 	
<ul style="list-style-type: none"> ▪ Conduct equipment safety checks and risk assessments. 	

<ul style="list-style-type: none"> Promote safe working practices relating to lighting, electrical equipment, trip hazards and filming environments. 		
<ul style="list-style-type: none"> Maintain records of equipment usage, repairs and stock. 		
<ul style="list-style-type: none"> Assist in ordering supplies and consumables. 		
<ul style="list-style-type: none"> Support curriculum enrichment activities, trips, competitions and external industry partnerships. 		
Other		
<ul style="list-style-type: none"> Undergo any training/professional development required to perform the duties and responsibilities of this post efficiently and effectively. 		
<ul style="list-style-type: none"> To be aware of the responsibilities under the provision of the Health and Safety at Work Act in terms of your own safety and the effects of your own actions on colleagues, students, and visitors. 		
<ul style="list-style-type: none"> Contribute to maintaining an inclusive and positive learning environment. 		
Experience / Skills Required	Essential	Desirable
<ul style="list-style-type: none"> Experience working with film, television or media production equipment. 	*	
<ul style="list-style-type: none"> Knowledge of camera systems, lighting, audio recording and editing workflows. 	*	
<ul style="list-style-type: none"> Experience with video editing software and digital production tools. 	*	
<ul style="list-style-type: none"> Ability to work collaboratively with young people aged 16–19. 	*	
<ul style="list-style-type: none"> Good organisational and time-management skills. 	*	
<ul style="list-style-type: none"> Effective communication skills and a proactive approach to problem solving. 	*	
<ul style="list-style-type: none"> Experience working in education, training, film, TV or production environments. 		*
<ul style="list-style-type: none"> Relevant technical qualification in film, TV, media or similar. 		*
<ul style="list-style-type: none"> First Aid qualification. 		*
<ul style="list-style-type: none"> Knowledge of vocational education pathways (e.g., UAL, BTEC, production arts programmes). 		*
<ul style="list-style-type: none"> Understanding of safeguarding and health & safety responsibilities in education. 		*
<ul style="list-style-type: none"> Ability to work in collaboration with other members of staff. 	*	
<ul style="list-style-type: none"> Thorough, accurate and organised, with excellent time management skills, in order to meet deadlines. 	*	
<ul style="list-style-type: none"> Good Interpersonal skills, able to demonstrate excellent verbal and written communication skills with a broad range of stakeholders. 	*	
<ul style="list-style-type: none"> Positive attitude to equal opportunities. 	*	
<ul style="list-style-type: none"> Have the ability to build strong rapport with, and mentor young people. 	*	
<ul style="list-style-type: none"> Interest in own personal development and willing to develop through appropriate CPD opportunities. 	*	
Person Specification		
<ul style="list-style-type: none"> Organised, focussed and reliable. 		
<ul style="list-style-type: none"> Ability to demonstrate an enthusiasm for the subject. 		
<ul style="list-style-type: none"> Driven to achieve and exceed targets. 		
<ul style="list-style-type: none"> Remains calm under pressure, resilient, confident and tenacious. 		
<ul style="list-style-type: none"> Sense of humour, resilience and generosity of spirit. 		
<ul style="list-style-type: none"> Flexible and willing to work outside of core working hours to fulfil the requirements of the role. 		
<ul style="list-style-type: none"> Reliable with an attention to detail and a commitment to quality. 		
<ul style="list-style-type: none"> Acts with integrity and professionalism. 		
<ul style="list-style-type: none"> Friendly and personable manner with excellent inter-personal skills; a natural ability to build strong relationships and communicate at all levels. 		
<ul style="list-style-type: none"> Energetic commitment to raising the aspirations of the whole academy community 		
<ul style="list-style-type: none"> The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement. 		
<ul style="list-style-type: none"> Positive and solution-focussed attitude. 		
<ul style="list-style-type: none"> Thrives in a busy, vibrant environment. 		
Other Conditions		
<ul style="list-style-type: none"> All staff are subject to regular Enhanced Disclosure Barring Service checks. 		

- They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust's vision and values are upheld and promoted.