

Kit Room and Operations Supervisor

Role Title:	Kit Room and Operations Supervisor
Contract:	Permanent, Full Time
Salary:	£24,000 – £25,000
Location:	MetFilm School Leeds, Prime Studios
Reporting to:	Principal, MetFilm School Leeds
Start Date:	Summer 2022

To apply for this role please send a CV and cover letter to jobs@metfilm.co.uk, including the title of the role in the subject line, by Thursday 12th May 2022.

Kit Room and Operations Supervisor

About the Role

We are recruiting for a Kitroom/Operations Supervisor. The person appointed to this role will work alongside the Education and Operations Team in ensuring filming kit and room requirements across non-accredited and accredited courses supports the student experience. The role also involves overseeing day to day operations of facilities and estate at MetFilm School's new campus at Prime Studios in Leeds.

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

MetFilm School has opened a new campus in Leeds, with courses beginning in September 2022. We will offer 2 undergraduate programmes (BA Content, Media & Film Production and BA Acting for Screen) and 3 postgraduate programmes (MA Directing, MA Cinematography, and MA Screenwriting) in Leeds, beginning in September 2022.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

Key Accountabilities

- Liaise effectively with Course Teams to ensure student visibility on kit allocation across all courses

- Work with timetabling systems (Celcat) to ensure asset management of equipment across all courses
- Deliver a customer focused service to ensure student satisfaction is a core working ethos
- Inform students of available kit and Health & Safety parameters of usage to encourage a good, safe working environment for students
- Oversee and carry out room set ups as required
- Ability to perform routine maintenance
- Oversee the approval of Risk Assessments and archiving within the approved school IT storage system
- Perform kit inductions across camera, sound and light in presence of students demonstrating best working practice.
- Support with regular kit maintenance to ensure kit is kept in safe working conditions
- Prepare kit for courses and ensure delivery to the classroom in accordance with course timetables
- Accurately monitor and track kit loss and damage and communicate accurately to Kit Room Manager
- Effectively repair kit and document accurately so appropriate records are on file
- Diligently assist with the delivery and pick up of equipment to ensure safe handling of equipment to and from the school.
- Ensure general building security vigilance
- Setting up classrooms which will involve setting up AV equipment and moving furniture.
- To act as a Fire Warden and First Aider

Please note that this role involves working in a small and dynamic team, which means that there will be a requirement to work as a team and cover for other team members, and that there will also be the opportunity to get involved in other activities and projects. You may also be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with your line manager.

Knowledge and Qualifications

Essential

- Previous experience with film equipment
- Previous experience of customer service
- Previous experience of estate operations

Desired

- Experience of customer focused environment
- Health and Safety training
- Previous experience of technical support in an educational environment

Skills, Experience and Achievements

Essential

- Engage with and respond positively to students and staff
- Good communication skills
- Work with a pro-active, flexible and adaptive approach to service
- Attention to detail and able to work well under pressure
- Team player
- Film production support
- Proficiency with Microsoft Office