
Kitroom Technician

Role Title:	Kitroom Technician
Contract:	Freelance
Reporting to:	Kitroom Manager
Salary:	Based on Experience
Location:	MetFilm School London, Ealing Studios
Start Date:	As soon as possible

The Organisation

MetFilm School is one of the largest film schools in Europe, running BA and MA programmes across our London 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.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School.

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.

About the role

We are recruiting freelance Kit Room Technicians. The Kit Room Technicians will work alongside the Education and Operations Team in ensuring filming kit requirements across non-accredited and accredited courses supports the student experience.

Key Responsibilities

- Support the Kit Room Manager & Assistant Manager in delivering a customer focused service to ensure student satisfaction is a core ethos of the kit room
- Support the students in the use of equipment and its application in their filming projects
- Inform students of available kit and Health & Safety parameters of usage to encourage a good, safe working environment for students
- Perform kit inductions across camera, sound and light to ensure students know how to safely set up equipment (training provided)
- Support the Kit Room Manager in 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 both verbally and via company email
- 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
- Support tutors and teaching assistants with requests in a timely and positive manner so student experience is maximized
- Thoroughly check through equipment in the presence of the students demonstrating the best working practice

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.

Knowledge and Qualifications

Essential

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

Desired

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

Skills and Experience

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

How To Apply

To apply for this role please email CV and a covering letter to: jobs@metfilm.co.uk including the title of the role in the Subject line.

Application Deadline: 30th November 2021