

How to Apply

Send a CV and covering letter detailing your relevant experience and why you would like to join the team at Film Oxford to gary@filmoxford.org with the subject heading 'Technician application' by 10:00 on Monday, 30th January 2023. We hope to schedule interviews from Wednesday, 8th February 2023.

We recognise that you may have gained transferable skills and insight through volunteering or personal experience, not only through paid work. Feel free to demonstrate your suitability for this role using examples drawn from any area of your life. Please apply even if you don't meet all the 'Desirable' criteria for this post – we are looking for the right person to join our team, and training can be provided.

Expanded Job Description

Film Oxford – Part-time Technician Job Description 2022

Terms:

- 10 hours per week (minimum)
- Payscale – Oxford Living Wage (could be higher depending on experience)

Necessary Skills

- Set up and install equipment such as cameras, microphones, sound speakers, video screens, projectors, video monitors, recording equipment.
- Set up and maintain video equipment.
- Set up and maintain sound equipment
- Set up and maintain lighting equipment
- Understanding of Mac and PC operating systems
- Knowledge of creative software (Adobe Creative suite, etc)

Training will be provided on Film Oxford equipment where required

Duties to include:

- Maintain FO equipment in optimum working service
- Maintain a clean and tidy equipment store
- Maintain / order consumables
- Repair equipment where possible
- Send in equipment for repairs as needed.
- Maintain inventory of equipment.
- Set up equipment prior to workshops and events
- Maintain and update computers and workstations
- Back up and ensure the safe storage and integrity of data.
- Other tasks that the Film Oxford Executive may request appropriate to your skills.

Further opportunities:

- Opportunities for additional hours as production crew, edit assistant & project support (pay to reflect experience)

About Film Oxford

[Film Oxford](#) is a registered charity (1041014) that provides adult educational film and digital creative [courses](#), delivers [projects](#) with groups from marginalised communities, runs film [screenings](#), and generates income through its new commercial trading wing, [Film Oxford Production](#).

Through one of our longest-running projects, we support the [Shadowlight Artists](#), an award-winning, self-directed group of seven Oxfordshire artists with learning disabilities.

Film Oxford is committed to equality, diversity and inclusion. We are members of the [Oxford Cultural Anti-racism Alliance](#), and signatories of its manifesto. We are committed to diversifying our staff, Board of Trustees, and pool of freelancers to better reflect the communities we work with. As such, we especially welcome applications from people of the Global Majority (those who are ethnically and culturally diverse, and who experience racism in our society). We also welcome applications from others facing structural disadvantage, including but not limited to: disabled and neurodivergent people; LGBTQIA+ people; those from economically disadvantaged backgrounds.

We will reimburse travel costs for all shortlisted candidates who attend an interview.