



EUROPEAN UNION  
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European Regional  
Development Fund 2007-13

## Job Description

### Technical Manager (SLTV)

#### Introduction

Sheffield Live TV is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross media platform for the local community. SLTV is a partner in Digital Media Exchange (DME), a project managed by a consortium of partners and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2007-2013. DME is designed to promote jobs and enterprise by supporting digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local television channel for Sheffield.

The Technical Manager will provide support in the use of studio and mobile audio visual equipment and facilities as part of the delivery of Action 3 of the Digital Media Exchange (DME) project, including induction and supervision of new users, coordination of technical assistance, assuring the smooth functioning of equipment and software and maintaining production, broadcast and network systems.

The Technical Manager will report to the Project Manager.

#### Job Description

1. To manage and maintain audio visual facilities, assuring the smooth running of studios and the checking of all portable equipment before and after use by supported businesses.
2. To oversee the procurement and installation of additional audio visual facilities for the Digital Media Exchange including TV broadcast and production studio and mixing console.
3. To provide induction to the technical facilities and to provide technical guidance and support to start-up enterprises using the Sheffield Live facilities for business development and broadcast.
4. To provide technical assistance to the development of the Sheffield Live workflow from preparation through recording post production, scheduling, playout and publication.
5. To provide technical support for the location based production and distribution of audio visual content by neighbourhood and community based social enterprises.
6. To undertake such other tasks as may be reasonably required.

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Live including on equal opportunities and health and safety.

**This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.**

# Person specification

## Technical Manager (SLTV)

### Essential requirements

- Relevant degree, or other relevant qualifications or experience
- Experienced in audio-visual and/or broadcast engineering
- Fluency with a wide range of media software tools and applications.
- Knowledge and experience of audio-visual production
- Excellent organisational and management skills
- Excellent communication and report writing skills
- Positive attitude to problem solving and troubleshooting
- Ability to work effectively with a diverse range of stakeholders
- Empathy with the ethos, aims and objectives of Sheffield Live

### Desirable requirements

- Previous experience in film-making or television
- Knowledge of programme scheduling for radio or TV
- Skills and experience in computer network systems
- Skills and experience in web and mobile technologies
- Familiarity with news room operations and workflow

# Terms and conditions

## Technical Manager (SLTV)

### Salary

Salary, according to experience, in the range £24,000 to £30,000 per annum.

### Pension

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

### Location

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

### Holidays

25 days annual leave plus bank holidays, pro rata.

### Hours

Full-time, 35 hours per week. Flexible working required including some evening and weekends and preparedness to respond to urgent needs out of normal working hours.

### Trade union

The person appointed is encouraged to belong to an appropriate trade union.

### Duration and probationary period

The position is linked to delivery of a 15 month project. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

### Applications

By submission of CV and a covering letter outlining relevant experience and motivation, with examples of similar work undertaken for other clients and a minimum of 2 referees.

Applications should be sent to: [jobs@sheffieldlive.org](mailto:jobs@sheffieldlive.org) including the job title as reference.

Deadline for applications: 19 May 2014