



EUROPEAN UNION  
Investing in Your Future  
European Regional  
Development Fund 2007-13

## Job Description

### Technical Assistant (SLTV)

#### Introduction

Digital Media Exchange (DME) is a programme 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.

Sheffield Live – SLTV 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.

The Technical Assistant will assist 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 support for new and continuing users, assistance with production and editing, and signposting to help where needed.

The Technical Assistant will report to the Technical Manager.

#### Job Description

- To assist in maintenance of studio and mobile audio visual facilities
- To provide technical assistance and support to start-up enterprises using the SLTV facilities for business development and broadcast, including with production and editing.
- To provide technical support for the location based production and distribution of audio visual content by neighbourhood and community based social enterprises.
- 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 SLTV 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 Assistant (SLTV)

### Essential requirements

- Relevant qualifications or practical experience
- Knowledge of a range of computer applications
- Technical skills in audio-visual production
- Excellent written and oral communication skills
- Reliability and good time-keeping
- Ability to work effectively with a diverse team of people
- Empathy with the ethos, aims and objectives of Sheffield Live

### Desirable requirements

- Experience of web design and development
- Familiarity with and user of social media platforms
- Skills in computer network maintenance

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# Terms and conditions

## **Technical Assistant (SLTV)**

### **Salary**

Salary, according to experience, starting around £14,000 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 to a 35 hour week.

### **Hours**

35 hours per week. Flexible working required including some evening and weekends.

### **Trade union**

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

### **Duration and probationary period**

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.

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

Deadline for applications: 31 October 2014

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