



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Media Studies Technician
Reports to: Head of Department

OBJECTIVE OF THE ROLE

To provide high-quality technical, creative and administrative support to the Media department. The role ensures that teaching and learning are supported through effective preparation, maintenance and organisation of media equipment, software and learning spaces. The Media Technician will play a key role in enabling students to realise their creative ideas safely and professionally, contributing to the continued development of an engaging and innovative Media curriculum.

MAIN RESPONSIBILITIES

Departmental Expectations

- Support the effective delivery of Media lessons by preparing, setting up, maintaining all technical equipment including cameras, lighting, sound recording devices and editing software.
- Assist teaching staff and students with the technical aspects of film, photography, audio and design projects.
- Ensure that all Media classrooms, editing suites and storage areas are well organised, safe and fully equipped for lessons.
- Maintain an accurate and up-to-date inventory of Media equipment, including an efficient booking and loan system.
- Liaise with the IT department to resolve hardware or software issues promptly.
- Support with the production and delivery of departmental events, including filming, photography, sound and editing.
- Contribute to the creation of digital content for departmental and school use, including videos, posters and photography

Creative and Technical Expectations

- Assist with filming, photography and podcasting sessions, both within lessons and during extracurricular projects.
- Provide guidance and support to students working on practical coursework and BTEC or GCSE/A - Level Media productions.
- Encourage the safe and responsible use of all media technology by staff and students.
- Support the design and maintenance of Media displays, promotional materials and online portfolios of student work.

Whole School Expectations

- Support the aims and ethos of DESS College by providing technical support for wider school events such as performances, assemblies and open evenings.
- Collaborate with the marketing and communications team when needed to capture and edit visual content for promotional use.
- Participate in relevant training and CPD to stay up to date with industry-standard practices and emerging media technologies.
- Maintain professionalism and confidentiality at all times, ensuring compliance with health and safety and safeguarding policies.

PERSON SPECIFICATION

Essential Requirements

- A strong interest in Media, Film, Photography, Sound or Digital Design.
- Technical competence with industry-standard software such as Adobe Premiere Pro, Photoshop, Audition, Illustrator and DaVinci Resolve.
- Practical understanding of camera operation, lighting, sound, and video production workflows.
- Able to conduct workshops or training sessions for students and staff to teach the use of equipment in a clear, engaging and student-friendly manner.
- Experience working with students and ideally within an educational setting.
- Proactive, kind and patient with excellent interpersonal and communication skills.
- Excellent organisational and problem-solving skills with strong attention to detail.
- A collaborative approach to working within a creative department and supporting teachers and students effectively.
- Commitment to continued professional development to keep up with evolving media technologies.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the College.