

## Job Description

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| <b>Position / Job Title:</b>  | <b>Demonstrator in Media Production (Three Positions Available)</b>  |
| <b>Ref:</b>                   | <b>0005032551, 0000055643 &amp; 0005029176</b>   |
| <b>Location/Building:</b>     | <b>Talbot Campus</b>   |
| <b>Faculty:</b>               | <b>Faculty of Media , Science &amp; Technology</b>   |
| <b>Group/Section:</b>         | <b>The Media School</b>  |
| <b>Normal Hours per Week:</b> | <b>37</b><br><b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b> |
| <b>Grade:</b>                 | <b>5</b>   |
| <b>Accountable to:</b>        | <b>Head of School</b>  |

### Job Purpose

To contribute to the sustained excellence of the student learning experience.

To deliver the practical demonstration of specialist skills to undergraduate and postgraduate students.

### Main Responsibilities

#### **Supporting Student Learning**

At all times ensure the sustained excellence of the student learning experience.

As a member of an educational delivery team, support students to obtain practical and technical skills within a clearly defined scope within a course. Agree with the relevant academic staff what practical work is to be done and how this should be delivered.

Plan, prepare and demonstrate specialist skills and methods as appropriate to the discipline to undergraduate and postgraduate students. Innovate around student experience and demonstration of specialist skills or methods.

Undertake demonstration, instruction or workshops in similar group setting. Provide clear, accurate and effective instruction of relevant skills to support student outcomes. Identify appropriate learning objectives for sessions delivered.

Demonstrate specialist skills appropriate to a professional qualification (if applicable) and / or work prepared by an academic in a classroom setting.

Under the guidance / supervision of a relevant academic, develop practical exercises and aids to support the delivery of demonstrations.

Advise and guide students in respect of the specialist skills or methods appropriate to the discipline and as agreed.

Answer student queries related to practical and technical skills but refer to relevant academic when limits of own expertise are reached and/or where it relates to theoretical content.

Provide practical and technical support and supervision of students within the learning environment. Provide technical support and assistance to students for their projects (excluding final year project supervision).

Monitor and appraise students' competency in the relevant practical/specialist skills/technical resources to support feedback and guidance to students. Undertake competency-based assessments / accreditation related activities.

Use of relevant learning platforms, including the virtual learning environment and other technology enhanced learning tools to enhance student learning of skills/technical abilities.

### **Supporting Academic Staff**

Support the academic / unit leader in the provision of specialist skills or methods as directed. Provide specialist demonstrating support to the relevant academic where required

As guided by the relevant academic, support the specialist needs of the teaching provision.

Provide technical and/or practical support for ongoing research particularly where specialist equipment is used.

Provide feedback from experience of delivering skills-based elements of the programmes, which may in turn inform programme teams on the skills provision needed for the programme.

Provide support in a validation on technical needs e.g. software/hardware/learning materials) to effectively deliver the skills element of the programme.

### **Other**

As required, to set up and prepare the relevant equipment, hardware, consumables, software etc. in advance.

Provide advice on the procurement and implementation of new/updated facilities and resources such as equipment, software, testing IT builds, etc.

Organise demonstrating space, facilities, and resources. This could include ordering and organisation of stock.

Undertake relevant Health & Safety tasks including risk assessments in accordance with the relevant BU policies and procedures.

Attend relevant programme meetings. Undertake membership at programme team committees and other such working groups.

Participation in open days and direct educational recruitment and marketing activity as appropriate.

Participation in delivery of workshops, production services, training and/or support to visiting/external guests/clients.

Proactively seek own CPD to ensure that knowledge is up to date and make certain that any required professional qualifications and/or registrations for the role are always current.

Work across teams and provide mutual support within other teams in the Faculty when required.

Undertake other associated duties as required from time to time by the Line Manager.

### **Contacts**

#### **Internal:**

School Colleagues

Academic staff throughout the Faculty

University support staff

Students throughout the Faculty

**External:**

Suppliers  
Manufacturers  
Customers/clients  
Visitors, including potential students

**Challenges**

- To provide comprehensive support to students in the safe use of facilities and resources
- To collaborate with academic and technical staff
- To anticipate and relate to students' needs in a dynamic environment
- As one of the greatest assets to the student experience the role has extensive student facing activity, both individual (one-to-one) or group-based.

**Information Governance Responsibilities****Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

**Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

**Additional Information**

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**October 2025**

## Person Specification

| Position / Job Title: Demonstrator in Media Production (Three Positions Available)   |                              |
|--|------------------------------|
| Position No: 0005032551, 0000055643 & 0005029176.  |                              |
| Faculty: Faculty of Media, Science & Technology  | Date: October 2025           |
| <b>SELECTION CRITERIA</b>  | <b>Essential / Desirable</b> |
| <b>Knowledge (including experience &amp; qualifications)</b>   |                              |
| Relevant degree or equivalent experience   | E                            |
| A sound understanding of relevant concepts and/or knowledge and the ability to convey that understanding clearly to students     | E                            |
| Relevant technical practical and technical skills  | E                            |
| Expert professional knowledge and industry experience  | E                            |
| Experience of teaching or demonstrating in higher education  | D                            |
| Higher degree  | D                            |
| Relevant teaching qualification (e.g. PG Cert, Higher Education Academy (HEA) Associate Fellow/ILTHE member or equivalent)       | D                            |
| Relevant research and/or consultancy activity  | D                            |
| <b>Skills</b>  |                              |
| Excellent communication, interpersonal and organisational skills   | E                            |
| Ability to communicate clearly and supportively with students for the purpose of demonstration, instruction or workshop sessions | E                            |
| Ability to provide effective practical supervision of students   | E                            |
| Good team working skills   | E                            |
| Practised IT and digital skills  | E                            |
| Practised Digital/Creative Media Production skills appropriate to School need.   | E                            |
| <b>Attributes</b>  |                              |
| Capable of working in a team, particularly where effective liaison is required   | E                            |
| Ability to work effectively to deadlines   | E                            |
| A commitment to enhancing students' experience   | E                            |
| An ability to enthuse and inspire students   | E                            |
| Evidence of clear professionalism and planned personal development   | E                            |
| Commitment to ensuring equality and diversity  | E                            |