

JOB DESCRIPTION

Job Title: Junior Stores Assistant

Responsible to: Stores Manager

Technical Stores

The Technical Stores are responsible for storage, issue and repair of a wide range of professional film making equipment including lighting, audio, digital and film cameras. As an integral member of the Stores team there are a number of duties which you will be responsible for on a day-to-day basis. These include:

- Operation and fault finding of a wide range of the kit mentioned above,
- Cross referencing the paper booking form and the electronic booking system to insure that students are issued with the correct equipment,
- Raising purchase orders for the replacement of lost or damaged equipment,
- Checking, preparing and issuing camera, sound, and lighting equipment to staff and students,
- Checking equipment upon return for missing items, faults or damage.
- Liaising with various departments within the school including Engineering and Finance to arrange replacement or repair of lost or damaged equipment.
- Keeping the filing system up to date and organised

Essential Criteria

- An understanding in operational use of at least one of the following: Film Cameras including 16mm, Digital Cinematography cameras including Arri Alexa, Documentary cameras including Sony FS7, Professional Sound Recorders including Sound Devices and associated microphones and technology.
- Experience of booking systems and checking in and out equipment in a stores type environment.
- A team player who is organised, energetic, flexible, with the ability to multi task within a fast paced and busy department.
- Excellent attention to detail.
- A friendly manner and good customer service skills.
- A basic understanding of Microsoft systems. Experience of Excel and Outlook (or similar) would be an advantage.
- A passion for the film, TV and games industries, and a desire to assist students in their studies.