

**CoSTAR NATIONAL LAB STUDIO MANAGER**

**Full time (35 hours per week, standard business hours between 8:30am and 6pm)**

**Salary up to £50,000 per annum**

**Permanent role**

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

CoSTAR National Lab for Research and Development in Creative Technology is the largest ever investment in the creative industries in UK history. The NFTS has been announced as a key partner to run the CoSTAR National Lab, a £51.1m investment by the UK Government to ensure the UK’s screen and performance industries have the innovation infrastructure to compete globally. By bringing together world leaders in technology, research and story, we will catalyse innovation for the UK’s Creative Industries. Our consortium brings together world-leading research teams from media production, psychology, business and drama at Royal Holloway, AI at University of Surrey; and Creative Technology at Abertay University; and professional training at the National Film & Television School.

We are currently recruiting for an experienced and versatile **Studio Manager** to oversee the operations of our new CoSTAR National R&D Lab studio facility based at Pinewood Studios. This pivotal role will be responsible for the management of a range of specialist and traditional creative technologies related to the future of Virtual Production as well as real time performance. You will be responsible for both the LED volume and traditional soundstage as well as a range of the latest equipment including 5G private networks, head mounted displays, and different production software solutions.

In this hands-on position, you will be responsible for leading a small team in the set-up, configuration and flexible operation of studio equipment including an LED Volume and Wild Wall. Additionally, you will be responsible for directing a number of technical staff to support the research & development activities within the Lab and you will serve as the primary point of contact for external studio users. The Studio Manager will ensure the team support the needs of staff, students, researchers and external companies, collaborating with specialist tutors, trainers, and manufacturers to achieve optimal outcomes.

For further information about this role and information on how to apply please visit <https://www.nfts.co.uk/nfts-jobs>.

The closing date for applications will be **Tuesday 8th September 2024.**

Planned interview date: **TBC**

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organization and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.*

**JOB DESCRIPTION**

**Responsible to:** Head of Innovation, with a dotted line to Director of Technology for CoSTAR and the Director of the NFTS

**Location**: CoSTAR National R&D Lab, Pinewood, the National Film and Television School (NFTS), Beaconsfield and Satellite facilities at Royal Holloway University

**Purpose of role**:

The Studio Manager will be responsible for the management of a range of specialist and traditional creative technologies, including the LED volume and traditional soundstage as well as a range of equipment from 5G private networks, head mounted displays and different production software solutions. The Studio Manager will be responsible for managing a team in the set-up, configuration and operation of studio equipment, directing technical staff to support research and development activities within the Lab.

As **Studio Manager** you will:

* Collaborate with stakeholders at Royal Holloway, University of London, and other CoSTAR partners to establish and develop the new National Lab studio infrastructure at our Pinewood location.
* Ensure the smooth operation of the studio by establishing and maintaining efficient office systems and processes.
* Lead and support the team to ensure the seamless running of the studio, enabling the delivery of courses and production activities.
* Manage the daily scheduling of studio space, assigning duties to team members as appropriate.
* Work closely with the Head of Innovation and other CoSTAR colleagues to ensure workshops are delivered smoothly, on schedule, and within budget, while addressing all student learning outcomes.
* Provide day-to-day operational support to staff, students, and external companies in the use of the studio.
* Schedule and ensure timely maintenance, including repairs, software updates, and infrastructure upgrades across all studio areas.
* Oversee the installation and repair of studio equipment and facilities, including both routine and reactive maintenance.
* Manage procurement of studio equipment and supplies, ensuring cost-effective purchasing and timely availability of resources.
* Ensure compliance with health and safety regulations, conducting regular inspections and risk assessments to maintain a safe working environment.
* Provide timely input into regular planning and reporting of the Facility utilisation and projects in line with the expectations of the funding body.
* Contribute to regular evaluations of new and emerging technologies relevant to the research & development aspirations of CoSTAR partners.
* Perform any other duties reasonably associated with the position.
* To support and enable an inclusive and sustainability-aware culture of active staff engagement within CoSTAR, including effective representation of staff research and development capabilities and interest in programme design
* To work with colleagues across the CoSTAR partners to develop a culture of excellence, promoting innovation, team-working and collaboration

**PERSON SPECIFICATION**

* This post requires an experienced practitioner working in the film and television industry with up-to-date knowledge and understanding of a working studio and the latest developments related to virtual production.
* You will have expertise and demonstrable experience in Studio operations, with some experience in Virtual Production
* Strong leadership skills, experience managing a team and/or training and mentoring new crew
* Detailed knowledge of studio engineering with the ability to train others in the field and provide hands-on support for the School facilities
* Ability to perform fault diagnosis and repair
* Ability to work as part of a team, being organised, flexible and with the ability to multi-task in a fast-paced environment
* Ability to stay calm under pressure with excellent time management skills
* Ability to successfully manage relationships with a wide range of contacts both internal and external to the School
* Excellent stakeholder management and customer service skills
* Good IT skills
* Good current contacts with the (UK) production community
* Experience of working with research and development teams to support experimentation and innovation
* Experience of teaching and/or professional training
* Knowledge of research and development in creative technologies associated with Virtual Production
* Commitment to developing one’s own practice as both a studio manager and an educator