



TECHNICAL ASSISTANT

(Payclass 05)

UCT TV Studio - Centre for Film and Media Studies Faculty of Humanities

Are you practical, enthusiastic, hard-working, eager to learn and do you love film and television equipment?

The UCT TV Studio is looking for a Technical Assistant who can check and clean equipment, support producers and crew in an educational and production environment and assist the Chief Technical Officer and other staff while learning the basic workings of the television studio, control room, reproduction facility and video production. The role requires significant knowledge on a wide range of film and video production equipment.

Requirements:

- Matric (or relevant NQF4 qualification)
- Demonstrable formal training or a qualification in film or video equipment rentals
- Experience working in an academic/training environment
- Experience offering film or video production equipment training/demos/instruction
- Minimum one year's experience working at a film or video rentals company
- Experience working on film/television set(s) (for example as a runner, production/camera/sound/DIT/VT assistant)
- Strong English written and verbal communication skills
- Fluent in two of the official UCT languages
- Demonstrable ability to use Excel and other Microsoft Office applications
- Demonstrable ability to work well in a team, take and execute instructions and work independently when required
- Demonstrable experience working in a diverse setting and commitment to inclusion
- Experience booking equipment in for repairs

Advantageous

- Fluent in isiXhosa
- Formal film or video production qualification
- Experience requesting quotes from equipment suppliers

Responsibilities:

The Technical Assistant's responsibilities will include:

- Issuing equipment to and receiving it back from students;
- performing gear checks to ensure that all equipment is in full working order;
- cleaning equipment according to standard rentals procedures;
- offering student and staff users equipment tutorials and explaining the operation of equipment during gear checks;
- reporting faults to the Chief Technical Officer;
- assisting with the execution of repairs and repairs administration;
- liaising with the Senior Secretary regarding bookings;
- assisting the Chief Technical Officer in the studio;
- assisting the Chief Technical Officer with reproductions and format conversions;
- assisting with UCT TV productions;
- assisting the learning staff offering courses at the studio;
- and other day to day tasks that are deemed in line with her/his level of expertise and knowledge.

The annual cost of employment, including benefits (*where applicable*), is between R244979 and R288206.

To apply, please e-mail the below documents in a **single pdf file** to Ms. Molly Maunganidze at molly.maunganidze@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be required to undergo a competency test and occupational health assessment.

Telephone: 021 650 3985

Website: <https://humanities.uct.ac.za/cfms>

Reference number: E25435

Closing date: 06 May 2025

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eeepolicy.pdf."

UCT reserves the right not to appoint.