



Job Description

Post:	Technician		
Contract:	Permanent		
Hours	37.5 hours per week		
Salary:	£25,000 - £30,000	Start Date:	September 2025
Benefits:	Access to company pension scheme. 30 days paid holiday pro rata per annum including public holidays, plus days falling between Christmas and New Year's Day.		

About BOM

BOM is an award winning immersive arts organisation, engaging and empowering communities through innovation with immersive technology and inclusive learning programmes.

Our Immersive Studio works with businesses to craft high quality immersive experiences for commercial clients, cultural organisations, educators and creative practitioners, blending art and technology to deliver powerful immersive experiences.

Our Learning team delivers immersive arts skills programmes engaging underserved children, young people and adults including schools outreach and adult education Bootcamps. These learning programmes help communities grasp the creative opportunities of immersive technology and progress into careers.

BOM's Immersive Studio is a production hub for creating cutting-edge XR (AR/VR/MR) content and interactive experiences. We collaborate with artists, technologists, and communities to produce impactful work across sectors including arts & culture, education, healthcare, heritage and games. Our new Virtual Production Studio expands these capabilities even further, offering green screen, camera tracking, and motion capture facilities for creative innovation.

About the Role

The Technician is a new role at BOM to help keep our Virtual Production Studio and technical resources running smoothly. This is a hands-on role, managing the Virtual Production Studio as well as supporting general IT and AV needs across the organisation.

You'll be responsible for preparing the Virtual Production Studio for both external clients and internal projects. You'll work with the wider Learning team to support aspects of learning programmes involving virtual production. And take care of our technical resources - setting up and troubleshooting devices, and booking maintenance as required.

You'll be someone who enjoys solving problems, is highly organised, and takes pride in creating a smooth, professional experience for everyone using our spaces.

For more information about BOM visit www.bom.org.uk

2. Supervisory responsibilities/position in structure

Responsible to:	Reports to the Chief Technology Officer (CTO)
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3. Duties & Responsibilities

<p>Main responsibilities include:</p> <ul style="list-style-type: none">● Maintain the Virtual Production Studio, ensuring kit is fully functioning, set up and tested in advance of internal and external use● Liaise with clients, collaborators, staff and participants to plan and provide technical support for virtual production sessions, ensuring a smooth and professional experience● Provide day-to-day technical support for BOM's IT and AV resources, including computers, laptops, TVs, conferencing systems and networked devices, booking servicing as required● Support safe working practices, completing risk assessments covering the use of virtual production, IT and AV kit. Flag any issues or risks to the designated H&S Lead● Maintain documentation for equipment: Inventory (including condition, repairs and usage); IT / AV setup instructions, and troubleshooting guides● Keep areas tidy, accessible and clearly labelled● Stay informed of emerging technologies relevant to BOM's work● Oversee M&E, carrying out weekly checks and booking contractor servicing as required: Weekly checks: Fire alarm & emergency lighting; CCTV; Security alarm and fob access Quarterly servicing: Lift 6 Monthly servicing: Air conditioning Annual servicing: PAT testing; Fire extinguishers Every five years servicing: Full electrical test & inspect

4. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
Person Specification		
Proven experience in IT support, AV setup, or technical maintenance in a workplace environment	E	
Experience working with Camera tracking and Unreal engine workflows	E	
Experience working in creative, cultural, or tech-led environments	E	
Strong troubleshooting skills across hardware, software, and networked devices	E	
Familiarity with setting up and maintaining AV equipment (TVs, projectors, conferencing tools)	E	
Experience handling and maintaining studio equipment such as cameras, lights, or motion capture	E	
Comfortable providing technical support to non-technical users with clarity and patience		D
Ability to work proactively and independently, managing multiple tasks and priorities	E	
Highly organised with good record keeping and equipment tracking habits	E	
Experience supporting video production or virtual production workflows	E	
Strong communication and collaboration skills	E	
Basic understanding of health and safety in technical environments		D
Commitment to BOM's mission and values around creativity, inclusion, and innovation	E	
Willingness to learn and adapt to new technologies and tools	E	

5. Applications

To apply, please send us your CV and a covering letter (no more than 2 pages) detailing how your skills and experience match the job description.

Email applications to info@bom.org.uk with the subject 'Application for Technician Role'.

Deadline for Applications: **12pm Friday 22nd August 2025.**

Interviews will be held: Friday 29th August 2025.