JOB DESCRIPTION

Name:

Job Title: Music Technician

Line Manager: i)   Head of Music
                       ii) Office Manager

Summary of Job

To provide technical support for staff and students in the Music Department in the administration, operation and maintenance of the Music Department's recording studio and live room equipment and classroom facilities.

Responsibilities

- Run recording studio – manage equipment, set up, repairs, upgrades, bookings, storage and keeping the environment orderly and tidy.

- Ensure music software (Logic and Sibelius) is installed, working effectively and kept up to date

- Maintain inventory of studio and music department equipment

- Loan, document and follow up loans of equipment to students, including chasing up for any late returns.

- Regularly check equipment and instruments for breakages, and organise repairs.

- Order equipment and supplies, using purchase orders, for the departments in collaboration with the Head of Department and the Divisional Director.

- Create and update a sign in/booking sheet for the practice rooms, studio, and live room.

- Offer 1-2-1 tutorials to students on the use of the equipment, sound capture, multi-track recording, editing and mixing.

- Support teachers in Performing Arts and Music lessons by:

  - Recording student performances, assessments, and compositions

  - Creating and maintaining appropriate student files for storing work

  - Uploading student BTEC work to the video portal as required

  - Providing CD/USB's/digital storage of files to staff for marking purposes and to students

- Mix, edit, master and burn CD/USBs/organise digital storage of files for composition and performance exams

- Support teachers in Music Technology by:

  - Giving demonstrations of equipment, offering Logic on Macs training, set-up procedures, health and safety, techniques, audio effects, and solving recording problems and errors

  - Working with small groups for recording/performing purposes

- Supporting college wide events such as College Production, concerts, Open Evening, Open Mic events in terms of using sound, audio, PA and recording technology

- Attending technician's staff meetings and INSET as required

- Working with the technicians across College at whole College events such as enrolment, open evenings etc.

- Liaising with The IT team with regard to software and hardware problems and with regard to networking issues.

- Participating in the maintenance of satisfactory standards of health, safety and security in relation to the Music Department in accordance with College Policy.

- Demonstrating an awareness and commitment to equality and diversity, and safeguarding as required by law.

- Doing other tasks as reasonably requested by the Principal, from time to time.