university of the arts london

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JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Sound Arts & Design Specialist Technician	**Salary**: £34,326- £42,155
Contract Length: Permanent	**Hours/FTE**: 35
Grade: 4	**Location**: Elephant and Castle
Accountable to: Broadcast Technology Coordinator	**College/Service**: London College of Communication

Purpose of Role:

To provide professional expertise in the specialist area of Sound Arts and Design. Train students in the expert use of sound equipment. Support studio and gallery based activities in all of the College's sound facilities, lecture theatres and gallery shows. Provide specialist knowledge and advice as part of the Broadcast Technology Team.

Support student learning by providing training and instruction, and contribute to the development of proficiency using highly specialist techniques, production methods and technology. Work as part of the Broadcast Technology team in supporting the creative use of college equipment.

Duties and Responsibilities

- Work as part of the Broadcast Technology team providing specialist technical support to students in the areas of studio, live, installation, location and post-production sound work. Introducing students to industry techniques and practices.
- Train students in the safe and effective use of sound equipment and rigging, providing formal or informal training sessions where necessary. Supervise learning activities, providing expert advice and workshops in the use of sound software and hardware, engineering techniques and installation practice. Helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- Work with academic teams across the School of Screen to plan and facilitate studio inductions for students across all years. This will include running basic studio operations, inductions and specialist software and engineering workshops, that could also include basic audio support for the Journalism Department. You will also work in our galleries and lecture theatres to provide specialised sound reinforcement and create multitrack recordings of live events, and contribute to the delivery of student shows and college events where sound reproduction is involved.
- Work with other technical staff and academic teams in the allocation and use of specialist sound equipment for collaborative projects across the college.
- Contribute expertise and knowledge to specific course teams in the areas of recording studio and live sound events, with the planning and development of the programme area, including curriculum development, research and commercial activities.
- Provide feedback to Course Leaders and Technical Coordinators regarding service levels and student requirements across the programme. Ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
- Demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges.
- Contribute to the maintenance of sound equipment housed in the Kit Room and sound store. Carry out risk assessments and keep appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment.

- Provide professional guidance and advice to the Technical Coordinator, and assist with the commissioning of new equipment including the delivery and installation of equipment.
- Be involved in the design, production and development of appropriate teaching and learning materials to suit own specific areas of specialist activity and service delivery.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:
- Head of Technical Resources
- Technical Resources Manager
- Technical Coordinator
- Technical Staff
- Suppliers and Industry Partners

Specific Management Responsibilities

Budgets: Local STZ budget

Staff: None

Other: Immediate working environment

HERA Ref - SICOM Tech 3

Signed: Christopher Purday   Date of last review: July 2017
        (Recruiting Manager)

Job Title: Sound Arts & Design Specialist Technician (Learning & Teaching): Grade 4

Person Specification	
Specialist Knowledge/ Qualifications	Degree qualification or **equivalent**, in a relevant specialism such as studio recording, live sound, location sound, or broadcast audio. Excellent knowledge of analogue and digital studio techniques as used for sound design and music production, including software and hardware operations, microphone techniques, loudspeaker and PA performance. **Good knowledge of** recording and post-production studio functions for highly specialist use. Demonstrating specialist knowledge relating to surround mixing, audio restoration, synthesis and software programming, digital signal processing, foley recording, microphone technique location recording and live sound. **Expert knowledge of** Pro Tools, Ableton Live, Max MSP and Logic Audio, including associated third-party plugins such as Waves, iZotope, Audioease etc.
Relevant Experience	Experience of teaching and or demonstrating sound equipment and techniques related to use of sound recording, post-prodution and recreation in installed or performance contexts. Industry based experience of studio practice, including safe use of studio and electrical cabling, microphones, amplifiers and loudspeakers.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates within a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	

	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria