

#### JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Music Production Specialist Technician

**Salary:** £35,468 - £43,558

**Contract Length:** Permanent

**Hours/FTE:** 35

**Grade:** 4

**Location:** Elephant and Castle

**Accountable to:** Technical Coordinator – Moving Image & Sound

**College/Service:** London College of Communication

#### Purpose of Role:

To provide professional expertise in the specialist area of Music Production. Train students in the expert use of sound equipment, music studios, sound engineering and production techniques. Support studio and live sound activities in all of the College's sound facilities, lecture theatres and gallery shows. Provide specialist knowledge and advice as part of the Moving Image & Sound Technical 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 Moving Image & Sound team in supporting the creative use of college technical resources.

#### Duties and Responsibilities

- Work as part of the Sound & Music team within the Moving Image & Sound technical strand, providing specialist technical support to students in the areas of studio, live, installation, location, and general music production. Introduce students to industry techniques and practices.
- Train students in the safe and effective use of sound equipment, music studios and live sound sets, providing formal and informal training sessions where necessary. Supervise learning activities, providing expert advice and workshops in the use of music software, hardware, and engineering techniques. Helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes.
- Work with academic teams across the Sound and Music Programme to plan and facilitate studio inductions for students across all years. This will include running inductions and workshops on studio operations, specialist software, sound mixing & engineering and using specialist equipment for music production. You will also work in our galleries and lecture theatres to provide specialised sound reinforcement, create multitrack recordings of live events, and contribute to the delivery of student shows and college events where sound reproduction is involved.
- To assist with online delivery and support the upkeep of digital learning resources within the Sound Arts programme. This may include online tutorial support, the delivery of online workshops and the creation and maintenance of digital resources.

- To provide technical support for live events, concerts, and other related performance activities within the sound and music programme.
- Work with other technical staff and academic teams in the allocation and use of specialist sound equipment for collaborative projects across the college.
- Provide feedback to the Technical Coordinator 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 & music stores. Carry out risk assessments and keep appropriate records regarding 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.
- The role will sometimes require the post holder to work outside of the core hours.

**In addition to the above, the post-holder will:**

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- Personally, contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto
- 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.
- 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

- 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 (Moving Image & Sound)
- Technical team
- 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  
(Recruiting Manager)

Date of last review: May 2022

**Job Title: Music Production Specialist Technician (Learning & Teaching):  
Grade 4**

Person Specification	
Specialist Knowledge/ Qualifications	<p>Degree qualification or <b>equivalent</b>, in a relevant specialism such as music production, sound arts, studio recording, live sound or location sound.</p> <p><b>Excellent knowledge of:</b></p> <p><u>Studio recording and management:</u></p> <ul style="list-style-type: none"> <li>- Recording and post-production studio functions using both analogue and digital desks and specialist recording equipment.</li> <li>- Microphone techniques and placement.</li> <li>- Acoustics and managing sound.</li> <li>- Managing complex studio patching and digital signal processing.</li> <li>- Surround sound mixing, and preferably ambisonics.</li> <li>- Mixing &amp; mastering music.</li> <li>- Instrument management.</li> <li>- Safe practice of health &amp; safety within studio environments.</li> </ul> <p><u>Music production:</u></p> <ul style="list-style-type: none"> <li>- using DAWs, VSTs and other tools for recording, sampling, audio restoration, sequencing, synthesis, mixing and mastering.</li> </ul> <p><u>Live sound:</u></p> <ul style="list-style-type: none"> <li>- PA and multi speaker set up for complex live sound installations and performances.</li> <li>- Live sound engineering and mixing.</li> <li>- Health &amp; Safety and good practice for live sound.</li> </ul> <p><u>Other:</u></p> <ul style="list-style-type: none"> <li>- foley recording, location recording, interactive audio.</li> </ul> <p><b>Expert knowledge of:</b>  <b>Industry standard DAWs</b> - Pro Tools, Ableton Live, Logic Pro, Reaper; including associated third-party plugins and VSTs such as iZotope RX, Altiverb, Envelop for Live, Kontakt, Komplete, Waves, Arturia and more.</p> <p>Knowledge of interactive tools for XR and Games Art (MaxMSP, Processing, P5) would be advantageous, but not essential.</p>
Relevant Experience	<p>Experience of teaching and or demonstrating sound equipment and techniques related to use of sound recording, post-production and recreation in studio and live settings.</p> <p>Industry based experience of good studio practice &amp; management, including safe use of studio and electrical cabling, microphones,</p>

	<p>amplifiers, loudspeakers and musical instruments.</p> <p>Experience delivering both in person and online workshops and technical support. Knowledge of digital learning platforms and content creation for learning resources.</p>
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

### HERA Ref - SICOM Tech 3

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