Candidate Information

Position: Technical Co-Ordinator (Music)
School/Department: Education (AEL)
Reference: 19/107843
Closing Date: Monday 30 September 2019
Salary: £27,831 to £32,236 per annum.
Anticipated Interview Date: Friday 18 October 2019

JOB PURPOSE:

To provide technical support for course delivery in the School's Music programmes, and other subject areas within the School as required.

MAJOR DUTIES:

1. Instruct and support students and staff in the use of music and audio production equipment and specialist software, and assist them in creative problem solving.
2. Manage/supervise the equipment store for the allocation of audio/visual equipment, and ensure provision, maintenance and security of this equipment.
3. To maintain, test, diagnose faults and repair equipment/apparatus to ensure it is safe to use and complies with relevant statutory regulations.
4. Install, maintain and upgrade computer software and specialist hardware in the School's audio production studios and lab spaces.
5. Manage and maintain specialist spaces across multi-site locations including concert venues, practice rooms, editing suites and recording studios. Assist technical staff in the management of other specialist facilities including the TV studio, radio studio and other research spaces.
6. Advise on future requirements for the further development of services and provision within the Music area and the wider School.
7. Assist the Technical Manager with the financial monitoring and control of School funds used to purchase equipment and consumables, ensuring adherence to University and School financial procedures.
8. To provide technical support for School events, particularly concerts but also for film, broadcast, and drama activities.
9. Where appropriate, to contribute to teaching, workshop and tutorial activities within the School.
10. Contribute to and make recommendations on the development of School policies and procedures in such areas as use of equipment, access to equipment, health and safety etc.
11. Monitor and maintain a safe working environment in accordance with Health and Safety guidelines and procedures.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Technical Manager.

Planning and Organising:

1. Co-ordinate appropriate technical activities, taking into account teaching and other objectives.
2. Plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
3. Contribute to the development of policies, procedures and plans in own work area of department.

Resource Management Responsibilities:

1. Facilitate and organise the use and maintenance of equipment and apparatus including specialist and expensive items.
2. Facilitate fixed asset control within the School.
3. Arrange and control the assignment of equipment to and recovery from students in connection with their studies and projects.

Internal and External Relationships:

1. Daily contact with Technical Manager, other work colleagues, other University staff and students.

2. Liaison with external contacts (facilitation of School events, seminars, concerts etc).

ESSENTIAL CRITERIA:
1. Educated to at least HND level, and/or professional equivalent in audio postproduction, or a related field
2. A minimum of four years' experience in providing technical or instructional support within an educational, arts or commercial audio setting.
3. Experience in setting up and maintaining a range of audio, film/video and computer resources.
4. Demonstrable familiarity with audio editing software such as Pro Tools.
5. Expertise in using current professional quality audio recording and mixing facilities.
6. Experience of fault finding and testing audio and computer equipment.
7. Well-developed communication skills. Experience of training others in use of equipment and techniques in areas of expertise.
8. Capacity for meeting technical and creative challenges of rapidly evolving area of study.
9. Interests in music, audio technologies, video technologies, electrical/electronic engineering, computer programming, VR/AR technologies.
10. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
11. Good supervisory skills.
12. Will work evening and weekends as required to cover events, concerts, workshops etc.

DESIRABLE CRITERIA:
1. Primary Degree in a relevant discipline.
2. Teaching experience in a relevant area.
3. Experience of administering Apple Mac computers in a lab based environment.
4. Experience of soldering, 3D printing and other Maker Space skills.
5. Experience of lighting design.
6. Knowledge of Dante audio network environments.
7. Experience using radio broadcast mixing consoles.
8. Interest in the use of new technologies in a creative arts context.