

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## Music Technology Technician

Full Time, Permanent

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## Music Technology Technician

**Contract: Full-time, Permanent**

**Salary: £26,202 - £29,725 p.a. (Including LWA)**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

The primary role of the Music Technology Technician is to support the music technology needs of the Music Faculty. This includes researching, purchasing, installing and maintaining equipment as well as supporting staff and student use of it. The successful candidate will be exceptionally well organised and have excellent skills in music technology. Knowledge of DAW hardware and software plus PA systems, studio monitoring and outboard is essential. Live and studio engineering skills will be beneficial. A knowledge of AV systems and digital film is also essential. The successful candidate will be friendly and enthusiastic and have excellent organisational and communication skills. They should be able to work alone and as part of a team in a busy and sometimes pressured environment.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

**Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so if you are planning on uploading any supporting documents (CV/cover letter) please ensure that your name or personal details are not included.**

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date: Sunday 27<sup>th</sup> September 2020 23:59 hours BST**

**Interview Date: Wednesday 7th October 2020**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Thea Lillis, People Services and Resourcing Officer (Maternity Cover) on 0208 305 4382.

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## JOB DESCRIPTION

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|                      |                             |
|----------------------|-----------------------------|
| <b>Post:</b>         | Music Technology Technician |
| <b>Department:</b>   | Music Technology            |
| <b>Reporting to:</b> | Head of Music Technology    |
| <b>Grade:</b>        | 5                           |
| <b>Contract:</b>     | Full-Time, Permanent        |

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## PURPOSE OF ROLE

- To support the Music Technology (MT) Needs of the Music Faculty
- To work with Dance Faculty and other areas of the college if necessary
- To assist the research into appropriate MT solutions
- To purchase equipment and software from the most appropriate sources
- To install and maintain equipment and software
- To support staff and student use of MT facilities
- To support the design, purchase, installation and maintenance of AV systems if necessary
- To develop and maintain systems for booking of resources

## Main duties

1. To assist in the research for appropriate MT hardware and software options for TL needs
2. To purchase MT software and hardware
3. To install MT software and hardware
4. To maintain MT software and hardware
5. To support staff and student use of MT software and hardware
6. To develop and maintain systems for booking of resources
7. To support live events
8. To support recording
9. To support the installation and maintenance of AV systems as necessary

### **THE POST HOLDER MUST:**

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible;

### **CONSERVATOIRE VALUES:**

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## MUSIC TECHNOLOGY TECHNICIAN - PERSON SPECIFICATION

| Criteria                                    | Specification  | E/D       | Measured By             |
|---|--|-----------|-------------------------|
| <b>Education/<br/>Qualifications</b>        | Degree in Music Technology or a related subject  | Essential | Application             |
| <b>Experience</b>                           | Experience of creating and maintaining systems for DAW software                          | Essential | Application             |
|   | Experience of live sound and/or studio recording   | Desirable | Application             |
|   | Experience of AV systems   | Desirable | Application             |
|   | Experience of purchasing and installing MT software and hardware                         | Essential | Application             |
|   | Experience of providing support and guidance to staff/ students on using AV/ MT software | Desirable | Application             |
|   | Experience of live sound and AV  | Desirable | Interview               |
| <b>Knowledge or<br/>Understanding</b>       | A thorough and up-to-date knowledge of DAW based systems and small PA systems            | Essential | Application & Interview |
|   | A knowledge AV systems   | Essential | Interview               |
| <b>Skills and<br/>Abilities</b>             | Excellent organisation skills  | Essential | Interview               |
|   | Excellent skills at DAW installation and use   | Essential | Interview               |
| <b>Personal<br/>Qualities</b>               | A friendly and efficient manner  | Essential | Interview               |
|   | The ability to work well under pressure  | Desirable | Interview               |
| <b>Special<br/>Working<br/>Requirements</b> | Will need to be able to work some evenings given appropriate notice                      | Desirable | Interview               |

*Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.*

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

|                           |   |
|---------------------------|---|
| <b>Contract:</b>          | Full-time, Permanent subject to a 6 month probationary period.  |
| <b>Hours:</b>             | 35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.   |
| <b>Location:</b>          | You will be based at the Faculty of Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).  |
| <b>Salary:</b>            | Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £26,202 - £29,725 p.a., inclusive of a London Weighting Allowance of £3,785 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.        |
| <b>Holidays:</b>          | 25 days, in addition to Statutory, Bank and Public Holidays.  |
| <b>Sick Pay:</b>          | Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.   |
| <b>Pension Scheme:</b>    | The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% of pensionable salary. |
| <b>Staff Development:</b> | A range of Staff Development opportunities are available.   |
| <b>Library:</b>           | The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.   |
| <b>Car Parking:</b>       | A limited number of parking spaces are available at the Laban Building, subject to availability.  |
| <b>Cafeteria:</b>         | Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.   |
| <b>Events:</b>            | There is a wide range of music and dance performances each week, many of which are free to members of staff.  |
| <b>Classes:</b>           | Reduced rates access to Adult Classes.  |
| <b>Eye Care:</b>          | Vouchers for eye tests are available for VDU users.   |
| <b>Health:</b>            | Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.   |
| <b>Cycle to Work:</b>     | A cycle to work scheme is operated.   |
| <b>Give as you earn</b>   | A give as you earn scheme is operated.  |

## **INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE**

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)