

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

CREATIVE TECHNOLOGY SERVICES TECHNICIAN

FULL TIME, PERMANENT

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CREATIVE TECHNOLOGY SERVICES TECHNICIAN

Contract: Full time, Permanent

Salary: £29,293 - £32,914 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 21st 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.

This role, as part of our rapidly developing Creative Technology Services team, will play an important role in supporting and developing the use of creative audio-visual technologies by both staff and students in teaching, self-practice, rehearsing, and performance.

As one of 4 technicians in the department who share a general multifaceted role title, the tasks performed are varied and take place across all of the institution's locations. All technicians will be trained up over time so that they can offer:

- Day to day support for the Music Faculty (including issuing and returning borrowable equipment, maintenance, and responding to queries).
- Day to day support for the Dance Faculty (including issuing and returning borrowable equipment, maintenance, and responding to queries).
- Live sound and general and projection support at performances and events.
- Video capture of selected performances and assessments, editing, and distribution.

You'll have a passion for audio visual media, video editing, and using cameras and projectors creatively, and be able to listen to student and staff requirements and advise and support the range of borrowable equipment offered for loans.

You will support teaching staff in maximising the use of multimedia to enhance lessons, thinking ingeniously to assist students in achieving their creative vision in a diverse range of performances, you'll have access to a wide-range of multimedia technologies (including both software and hardware) to help realise these outcomes.

Being friendly and supportive to everyone who asks you for assistance, you will have imagination and excellent writing skills for creating articles on our knowledgebase and responding to emails, have an interest in and experience with audiovisual technologies, as well as enjoying creative problem solving. Through all of this you'll be supported, be offered training, and encouraged to further develop your own skills and interests in relevant areas.

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

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your written answer, otherwise we will not be able to consider your application.

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: 15 July 2024 , at 23:59 hours BST (No Agencies)

Interview Date: 23 July 2024 in person at the Laban Building.

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, our Talent Resourcing and Organisational Development Officer on staffrecruitment@trinitylaban.ac.uk.

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

Post:	Creative Technology Services Technician
Department:	Creative Technology Services
Reporting to:	Creative Technical Services Manager
Contract:	Full-time, Permanent
Grade:	5

PURPOSE OF ROLE

The Creative Technology Services Technician is a vital member of the cross faculty Creative Technology Services team, responsible for providing technical support and assistance with audiovisual equipment and systems. They play a key role in ensuring smooth operations of classes and studio-based teaching, assessments, performances, and other events.

Main duties

1. Regularly inspect and maintain audiovisual equipment, ensuring proper functionality and addressing any necessary repairs or need for replacements.
2. Maintain an inventory of equipment, including recording devices, cables, and accessories, ensuring all items are properly labelled and stored securely.
3. Coordinate equipment loans, returns, and maintenance schedules, ensuring availability and functionality of equipment.
4. Provide technical assistance and support to students, staff, and other event organisers regarding audiovisual requirements.
5. Troubleshoot technical problems, including audio and visual issues, and resolve them efficiently to minimise disruptions during classes, rehearsals, performances, or other events.
6. Assist with recording and archiving performances, rehearsals, and related events.
7. Support student and staff use of video and audio editing software.
8. Uploading content to the multimedia streaming service and supporting its wide range

of use.

9. Provide training and guidance to faculty, staff, and students on the use of audiovisual equipment and systems.
10. Develop and maintain documentation, including online descriptions and in-room guides, to facilitate the independent use of AV equipment.

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 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.

CREATIVE TECHNICAL SERVICES – AUDIOVISUAL SUPPORT ASSISTANT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Undergraduate degree in multimedia production, technical media studies, dance, performing arts or related discipline.	Essential	Application
Experience	Proven experience in operating and troubleshooting audiovisual equipment and systems.	Essential	Application & Interview
	Experience in a similar role providing AV support in an educational or performance setting is preferred.	Desirable	Application
Knowledge or Understanding	Broad interest in and understanding of at least one of the following: contemporary dance, music, performance, video art, cinema, or photography.	Essential	Application & Interview
	Knowledge of video and audio recording techniques and equipment.	Essential	Application & Interview
	Ability to use Theatre and multimedia specific creative software (such as – but not limited to - Isadora, QLab, design tools, audio editing, etc).	Desirable	Application & Interview
Skills and Abilities	Understanding of video editing software and post-production processes (preferably Adobe Premiere Pro or Davinci Resolve)	Essential	Application & Interview
	Strong technical aptitude and problem-solving skills to address technical issues promptly.	Essential	Application, Interview & Test
	Excellent organizational skills to manage equipment inventory and schedules effectively.	Essential	Interview & Test
Personal Qualities	Excellent interpersonal skills and the ability to work well with people with varied technical abilities.	Essential	Application, Interview & Test
	Creative and motivated with a flexible, positive, and proactive approach to work.	Essential	Interview
Special Working Requirements	Flexible working may be occasionally required with some evening work and very occasional weekend working.	Desirable	Interview

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full time, permanent contract, subject to a 6 month probationary period.
Hours:	35 hours per week (1.0 FTE), to be agreed with the appointed candidate. This would normally be 5 shifts of either 08:30 to 16:30 or 09:30 to 17:30 to be worked on a rota basis Monday to Friday. Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be occasionally required to work at the Faculty of Music (King Charles Court, Old Royal Naval College), along with other Trinity Laban sites. This is a role where you would be expected to be onsite for most, if not all, of your hours.
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £29,293 -£32,914 p.a., inclusive of a London Weighting Allowance of £4,155 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
Sick Pay:	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.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 14.5% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health

plan. Details are available from the Health Department.

Cycle to work: A cycle to work scheme is operated.

Give as you earn: 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 17th-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