



Job Description

POST TITLE: Sound and Recording Instructor

REPORTING TO: Academic Computing Manager

MAIN PURPOSE OF THE POST:

To instruct, support and assist students in the safe, appropriate and professional use of audio recording equipment and facilities as required by BMus. (Hons) Popular Music Performance and BA (Hons) Music Production curriculum. To work as a member of the Academic Computing support team applying knowledge and skills in setting up equipment and materials, studios and associated computer suites. To work flexibly, providing assistance to support learning, teaching, assessment and research activities.

MAIN DUTIES:

1. To operate and instruct groups of students in the use of audio hardware and software within the University's recording studio and rehearsal rooms. To facilitate and support the production of 'Live Sound' for musical performances in the institution's auditorium.
2. To plan, develop and deliver inductions in appropriate use of equipment, hardware and software including relevant elements of Health and Safety.
3. To produce, and assist in the production of, learning materials to support students in acquiring software and hardware skills such as handouts and other artefacts both on and offline.
4. To supervise and provide technical assistance to students requiring use of resources on a 'drop-in' basis, ensuring that students have previously completed all necessary inductions
5. To loan equipment following University procedures for their issue and return.
6. To issue and sell materials to students and staff, handling money and issuing receipts following University Financial procedures.
7. To ensure security of equipment and consumables.
8. To assist the Academic Computing Manager in the scheduling and organisation of sound and recording resources.

9. To record usage, assist with the ordering and movement of materials and equipment.
10. To carry out and record maintenance of equipment regularly and in a timely manner, to report damaged equipment to the Academic Computing Manager.
11. To support course and programme staff in assessments as required, for example through testimony regarding the authenticity, complexity and level of skills required in the execution of recording based projects.
12. To support the promotion of the workshops by producing video and photographic assets as instructed by the manager, for instructional purposes for students and staff and short videos for use on the University's social media sites.
13. To work with the demands of the workload which will include working evening and weekends.
14. To provide support for University events and exhibitions, to attend events in order to operate equipment or make recordings including on occasional evenings and weekends as required.
15. To provide a high level of customer care.
16. To ensure all rooms used are kept to an appropriate professional standard and that student work is safeguarded. To keep all areas of the resource clean and tidy.
17. To adhere to the University's Health & Safety policies and procedures (including liaising with risk assessors and immediately taking appropriate action on any recognised hazard to the safe operation of the University).
18. To support the Academic Computing Manager and Supervisor in ensuring safe practice is maintained at all times. These include;
 - a. Sourcing materials data sheets and abiding by COSHH regulations regarding the safe storage and use of materials where used.
 - b. Checking that all equipment is maintained to a safe working standard at all times.
 - c. Checking the provision of the correct PPE where needed and requesting replenishment through Estates as required.
 - d. Checking that first aid materials are stocked where needed, requesting replenishment through Estates as required, and that first aid procedures and protocols are actively followed.
 - e. Checking that risk assessments for activities have been carried out, approved and are up to date. To prepare new risk assessments as directed by the Academic Computing Manager.
 - f. Checking that safety signage is comprehensive and in place.
 - g. Ensuring students follow safe practices as defined by risk assessments in their use of the facilities.

19. To comply with all relevant University policies and procedures including the Financial Procedures and Regulations.
20. To work flexibly across sites and resources, including providing sickness cover as needed.
21. To act as a first aider and / or fire warden if the need has been identified.
22. In the context of the University and personal development to carry out any other duties that are commensurate with the post as directed by the Academic Computing Manager or Supervisor.
23. To adhere to and actively support the University's equality, diversity and inclusion policies and their implementation.
24. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION:

Candidates should demonstrate the following criteria:

Criteria	Essential or Desirable	Method of Assessment
Qualifications		
A degree in Music Technology or similar that incorporates significant use of audio hardware and software.	Essential	Certificate/Application Form
Skills/Knowledge		
Able to carry out a range of technical audio and music recording and production activities to a professional standard. Specialism should include: • Studio production, recording and mixing using DAW and hardware • Live Sound engineering Applicants should be clear in outlining the areas they can support.	Essential	Application Form/Interview
A strong knowledge of Health and Safety procedures.	Essential	Application Form/Interview
Good communication skills.	Essential	Interview
Experience		
Relevant experience of assisting/instructing students.	Desirable	Application Form

Previous commercial experience working in a professional recording studio and/or Live sound environment.	Desirable	Application Form
Personal Qualities		
Evidence of a flexible approach to work.	Essential	Application Form/Interview
Be consistent and reliable in undertaking tasks.	Essential	Application Form/Interview
Excellent interpersonal skills and the ability to relate to students and staff with a wide range of technical skills and understanding.	Essential	Application Form/Interview
An understanding of Equality, Diversity and Inclusion as it relates to the role.	Essential	Application Form/Interview

This job description may be reviewed annually.

The successful candidate will need to be prepared to undertake a teaching qualification within an agreed period