University of West London
The Career University

Job Description

Job title	Audio Technician / Demonstrator
School / department	London College of Music
Grade	Grade 5
Line manager	LCM Technical Facilities Manager
Responsible for (direct reports)	LCM Studio Manager
Date of creation or review	05/10/2021

Main purpose of the job
A short summary of the role

A technical post within a team of audio technicians who are responsible for the construction, operation and maintenance of the suite of audio studios and specialist Mac labs on the Ealing and Paragon Campus.

Hardware and software demonstrations to students and direct support of academic staff are an integral part of the job.

Working hours are flexible from 9am until 9pm, Monday to Friday and 9am until 5pm, Saturday and Sunday. Weekend and evening work will be required in this role.

Key areas of responsibility
Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

To demonstrate hardware and software to students within the LCM Studio environment and Mac labs.

To provide technical support of specialist music IT and hardware systems for both lecturers and students.

To install and maintain hardware and software systems in audio recording studios and teaching facilities.

To proactively investigate, isolate and solve complex problems in studio audio systems and live sound environments with the experience to immediately resolve issues in pressured situations.

To undertake technical duties in the area of distributed audio networks to support the recording and live work of the College.

To **solder** audio cables, Bantam patchbays and data cabling to standard specifications as required.

To administer the allocation of maintenance resources and co-ordinate the dispatch and return of items for repair as required.

To administer the SiSO online resource booking system.

To undertake maintenance and installation of other systems as required.

To work in compliance with Health and Safety regulations to ensure a safe working environment for the technical team and students.

To ensure that students comply with studio rules and regulations.

Construct stages and PA systems as required by LCM events and to operate live sound systems for concerts and performances and theatre productions.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information
Organisational chart or some further information about the School/College/department.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies This section reflects the appropriate level of expertise required by the role.	Degree in Music Technology or closely related subject	Essential	x	x	
	MA in Music Technology or related subject	Desirable			
Knowledge and experience This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.	Fluent in the following software packages: ProTools, Logic Pro, Live etc. in a modern recording studio environment. Experience of troubleshooting audio studios including complex audio software and hardware systems.	Essential			
	Comprehensive skills in audio studio operation including tracking, editing and mixing on DAW platforms, in stereo and Atmos surround monitoring situations and the archiving and administration of session data.	Essential			
	Detailed knowledge of microphone types, placement and use and outboard systems and their use within a recording studio.	Essential			
Specific skills to the job This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.	Ability to install, maintain and operate a recording studio, incorporating a large-scale analogue console and modern DAW systems.	Essential			
	Ability to electrically wire an audio studio, and fault find. Installation of studio hardware and software.	Essential			
	Experience of administrating on-line resource allocation systems.	Desirable			
	Audio Post Production for film and TV experience.	Desirable			
	Experience of distributed audio network systems.	Desirable			

	Experience of Acoustic measurement and room analysis software.	Desirable			
General skills This section identifies transferable skills that you use for almost every job.	Good communicator, ability to explain complex concepts to undergraduate students	Essential			
	Self-motivated and able to work alone under pressure	Essential			
	Ability to play a musical instrument and read music	Desirable			
	Driving license	Desirable			
	Previous experience in supporting HE specialist facilities.	Desirable			
Other This section should be used to make candidates aware of any special circumstances pertaining to the post.					
	Candidates need to be prepared to demonstrate their operational and troubleshooting skills in one of the UWL audio studios during the interview process.	Essential		X	

Disclosure and Barring Scheme Is a DBS Check required: DBS Please Select from drop down list
Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.
[1]**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage. **Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist. [2] **Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.