

Job Description

Job title	Synthesiser Studio Coordinator (12 month fixed term contract)
School / department	London College of Music
Grade	5
Line manager	LCM academic technology lead
Responsible for (direct reports)	N/A
Date of creation or review	11/11/2024

Main purpose of the job

To coordinate the day-to-day activities in The Townshend Studio including demonstrating vintage synthesisers and assisting students, staff and visitors working in the studio. The post holder will also filter studio enquiries, prepare and manage events and be responsible for social media and communications for the studio.

Key areas of responsibility

- Providing specialised technical support relating to vintage instruments
- Demonstrating, patching and operation of synthesisers and other instruments in the studio
- Monitoring and responding to studio enquiries from staff, students and the public
- Booking and managing events, public visits and courses in the studio
- Providing tours and demonstrations for visitors
- Developing and maintaining social media comms for The Townshend Studio

In addition to the above areas of responsibility the post-holder may be 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

Working closely with musician and University alumnus Pete Townshend, the London College of Music has developed a one-of-a-kind vintage synthesiser studio which features some of the world's most sought-after and rare instruments. The Townshend Studio will promote inclusive creative practice with a range of teaching, community and research-based activities. Reporting directly to the LCM academic technology lead, the post holder will coordinate the day-to-day activities of the Townshend Studio.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies					
Knowledge and experience	Knowledge and experience with modular and non-modular synthesisers, MIDI controllers and drum machines.	Essential	x	x	
	Experience as a teacher or technical demonstrator.	Desirable		x	
	Experience as a content creator with platforms such as YouTube and Instagram.	Desirable	x	x	
	Experience with camera equipment and computer-based streaming technologies.	Desirable	x	x	
Specific skills to the job	Programming and operating a range of electronic musical instruments, including patching modular synthesisers.	Essential	x	x	
	Demonstrating, teaching and explaining technical concepts relating to music technology, local history and popular culture.	Desirable	x	x	
	Skilled in using social media and other communication channels to promote a service or product.	Desirable	x	x	
	The ability to set up and operate cameras, lights and streaming software and video /sound editing software.	Desirable		x	
General skills	Experience with Apple Mac computers and Microsoft Office 365	Desirable	x	x	
	Excellent communication skills, both verbal and written.	Essential	x	x	
	Ability to develop productive relationships with a variety of	Essential	x	x	

	external and internal stakeholders.				
Other	Flexible to work outside office hours on occasion when the need arises.	Essential		x	
<p>Disclosure and Barring Scheme Is a DBS Check required: <input type="checkbox"/> DBS <input checked="" type="checkbox"/> This post does not require a DBS check</p> <p>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.</p>					