



EPSOM

COLLEGE

Music and Audio Technical Intern

Full Time Term Time Only

Reporting to:	Senior Music and Audio Technician
Type of position:	One-year contract, term time only, including some evenings and weekends
Salary:	£11,000 per annum plus free accommodation and food

Introduction

Epsom College is a co-educational day and boarding school with approximately 900 pupils aged 11-18. The College is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 80 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the boys and girls drawing out an individual's talents and interests. The aim is to prepare pupils for the future as they learn to achieve the highest standards of excellence in academic work as well as across the wide range of co-curricular activities.

Epsom College is on an exciting trajectory with academic performance notably advancing in recent years, the Senior Leadership Team shortlisted in the Outstanding SLT category of the 2015 TES Awards, recognised as runner-up as Best School for All-Rounders (2017) and Best School for Co-Curricular Activities (2018) in *The Week Independent School Guide*, a sister school recently opened in Malaysia, a Lower School opened in September 2016 and a plethora of dynamic new Heads of Departments and senior teachers appointed since 2012 under the Headship of Jay Piggot.

The College hosts a considerable number of events during the academic year, for both internal and external audiences. The College is seeking an individual who is able to support the AV and Performing Arts team in the planning and management of the sound and audio services to ensure that high standards are maintained at all school events.

The College has a large concert space, a multi-purpose hall, two performing arts studios as well as a number of other meeting or performance spaces.

Main Duties and Responsibilities

- Provide, install and maintain music and audio facilities for events under the direction of the Senior Music and Audio Technician;
- Under direction, support and contribute to the Drama and Music Departments, ensuring that sound recording and reproduction is of the highest standard for concerts and school productions (both spoken and musical);
- Supporting the Music Department in the recording and production of pupil work as and when required;

- Supervising and training the pupils in the use of any sound systems and musical technology associated to their academic and co-curricular activities;
- Assist with on-going routine maintenance of equipment;
- When requested by the Senior Music and Audio Technician, to be the main point of contact for the duration of a College event, responding to any technical issues or difficulties in a professional manner as and when they arise;
- Assist with the fixing of routine sound and projection problems in classrooms;
- Under direction, ensure all aspects of health and safety within these areas are properly managed;
- Provide specific technical input into the design and installation of sound equipment for school events, ensuring the highest quality performance;
- Support the Senior Music and Audio Technician with school productions and associated events including the pre and post production works;
- Carry out administrative tasks as directed, including maintaining stock levels for sound and media equipment (e.g. lamps and other sundry items);
- Assistant with the response to day-to-day sound, AV and technical requests from staff and clarify sound and AV requests arising from event bookings;
- Assist with any other reasonable requests in relation to the planning, setting up and management of College events.

Skills, Experience and Qualifications

Essential

- Working towards a degree or higher qualification in music and sound recording, having completed at least 2 years with an excellent academic record to date;
- Present strong subject knowledge of sound engineering and use of music audio software;
- Display excellent aural perception;
- Evidence of practical experience of supporting events and productions with specific emphasis on modern sound recording and reproduction;
- Demonstrate an understanding of planning, setting up and managing AV resources at events;
- Demonstrate a passion in advancing their knowledge of audio engineering and sound engineering;
- Evidence of an understanding of health and safety procedures;
- Present a very flexible approach to duties and responsibilities;
- Display strong organisational skills and an ability to stay calm under pressure;
- Evidence of excellent communication and interpersonal skills and approachable manner;
- Evidence of an ability to work flexibly as part of a specialist team;
- Provide evidence of an ability to work on own initiative;
- Present evidence of an ability to problem solve;
- Demonstrate a professional attitude and represent the values of the school.

Desirable

- Evidence of experience of sound engineering a musical production;
- Demonstrate filming and video editing experience;
- Provide evidence of experience of working with young people aged 11-18.

In order to arrive at a decision the selection panel may enhance any or all of the desirable criteria.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Terms and Conditions

Hours:	Full time, in line with the school timetable needs, Monday to Saturday during term time. In addition, there will be evening and weekend work attending organised events and activities.
Salary:	The salary offered for this post is £11,000 per annum. Payment is monthly in arrears and made directly to an employee's Bank or Building Society account.
Accommodation:	Accommodation will be offered in a shared flat, free of rent, council tax and utility charges.
Meals:	All meals will be available free of charge in the College's Dining Room when open during term time.
Holidays:	Other than an expectation to attend any staff induction days, the Music and Audio Technical Assistant would not be required to work during Epsom College school holidays.
Pension:	There is an automatic enrolment into the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. The Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation. These contributions levels will rise to 5% from the Employee and 4% the College from 1 April 2019.

Employee Benefits include:

Life Assurance:	Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary.
Health Fitness and Wellbeing:	Free use of Fitness suite and swimming pool are available to staff at certain times.
Cycle to Work/Parking:	Following a qualifying period, the College offers a cycle to work loan scheme. Free car parking for staff is available on campus.
Computer Loan:	Following a qualifying period, the College offers a computer loan scheme.

Offer of Post:

The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk

Applicants are encouraged to contact Gina Gillam, Commercial and Events Manager, for an informal chat
Gina.Gillam@epsomcollege.org.uk

Closing date for receipt of applications **7th July 2019**

June 2019 SET