



CRANLEIGH
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Appointment of a Graduate Assistant for Music Technology & Technical Theatre

We are looking for a well-qualified Graduate Assistant to work at both Cranleigh Senior School and Cranleigh Preparatory School. The successful applicant will operate under the supervision of the Head of Contemporary Music and the Theatre Manager, in order to provide strong support to both departments. This role will suit a performing musician with a strong interest in Music Technology, and Sound Engineering skills that are transferable into a number of different areas across the school. It is also hoped that the applicant will have some interest and knowledge in other areas of performance technology, such as lighting or video. This is a fixed one-year contract which we anticipate will appeal to a recent graduate with energy and enthusiasm, and who is looking to build their CV by undertaking a wide variety of tasks.

Essential Personal Qualities:

- An ability to work under pressure, as part of a team, and to maintain a good sense of humour and the highest standards of professionalism.
- Good personal presentation skills.
- Strong communication skills with all interested parties, including establishing a good rapport with pupils, colleagues and parents.
- Outstanding time-management skills with the ability to work in a busy, creative and evolving school environment.
- A willingness to be flexible, take on new challenges, be proactive and enthusiastic, and to be involved in all aspects of performances across both schools.
- A strong interest in current developments in the Performing Arts, and a willingness to undertake specific training.

Ideal skills:

- The ability to play and teach electric guitar would be advantageous.
- An advanced understanding of a wide range of professional studio hardware and software including Logic Pro and Pro Tools is essential.
- Experience with rigging PA and mixing for live sound, using both digital and analogue systems.
- A familiarity with QLab.
- Some knowledge of lighting systems, including rigging, patching & focusing of generic lights.
- Some knowledge of scenery creation, setting up staging and designing a performance space.

Main Duties:

The precise details of this role will take into account the skills and experience of the successful candidate, but are likely to include some or all of the following:

- Maintaining facilities & equipment, including performance venues, classrooms, recording/drama studios and practice rooms by keeping them fit for purpose for rehearsals, performances and recordings, under the direction of the Head of Contemporary Music and the Theatre Manager. This will include ongoing management of Music Technology equipment and general set up of equipment for events.
- Studio Engineer - providing additional support to those on Music Technology A Level and EPQ courses, supervision of individual recording sessions, including academic coursework, concerts and internal resources for academic support.
- Performing in concerts, as and when required in appropriate ensembles and bands.
- Providing technical support for whole school events such as the House Music and Charity Events, House Performances, School Musicals, Competitions, Concerts, LAMDA exams and Dance Shows, and other events in both Cranleigh Prep and Senior Schools as required, which will include lighting, sound and video pre-production and de-rigging.
- Teaching an agreed proportion of instrumental lessons on your main instrument, which will not exceed six pupils, and which will form part of your salary.
- Assisting the Music Administrator and the Theatre Manager with general administration of the departments.
- Taking a lead on all matters relating to the technical side of Cranleigh Prep School Drama.

Terms & Conditions:

- It is expected that the Graduate Assistant will remain at Cranleigh for the duration of the academic year, and will not end their contract early.
- Hours worked will need to be flexible and variable, and will include regular evening commitments, but will normally be in the region of 40 hours per week.
- There is an expectation to be fully involved in the Performing Arts at both schools.
- Meals are provided free of charge in term time.
- School commitments should be put before personal interests, and any potential clashes must be communicated at the earliest possible opportunity to the Director of Cranleigh Music, and the Theatre Manager.
- The salary is £18k for the year.
- Shared accommodation will be available on-site, at a nominal cost.