

Job Description: Technician 2 in Music Technology and Music Performance

Reporting to: Head of Faculty for Humanities



Key purposes of this role:

- Maintain range of equipment and ensure timely replacement of key materials required in both music performance and technology provisions
- Support students in small groups on correct usage of equipment including work with Pro Tools
- Work with the Humanities Faculty and with enrichment staff to create provision that excites and stimulates demand
- Support Music lecturers in the delivery of the curriculum
- Support Theatre in set up of performances as required

Your line manager will be the Head of Faculty for Humanities. The support element of the role will be delivered and managed in line with our academic support systems.

	This front-line support post is accountable for:
Order stock, control equipment and maintain rehearsal space to all students across the provision with high degree of accuracy	Effectively managing the hire of equipment to students ensuring it is signed for and checking state of repair on return
	Ensure rehearsal and performance space meets suitable standards so that students have outstanding experiences and availability in a timely manner
	Ensure health and Safety requirements, ensuring College policies are adhered to
	Ensure rehearsal and performance space meets H&S requirements
Support students in small groups in both Music/Drama performance and production.	Supervise small groups of students in use of equipment
	Help manage student use of rehearsal space
	Supervise students in set up of rehearsal and performance space, assisting and monitoring at all times
	Provide demonstrations to small groups on correct use of equipment
	Support lecturers as directed to provide outstanding student experience
Work with the Humanities Faculty and with enrichment staff to create	Oversee other technical staff and share knowledge and delegate as appropriate
	Supervise work experience/volunteering opportunities for college students including helping them to develop technical skills

provision that excites and stimulates demand	Working with agreed groups of students or Performing Arts (for example) Staff to enable them to run technical aspects of rehearsals and 'low risk' events
To support the course lead in Music and Performance in managing equipment and supplies	Work with CTL Music Technology and Performance to identify, design, implement and improve systems in department including liaison with other College functions and external agencies
	Where delegated, create and update RAs around equipment and consumables used in department access etc. As well as creating RAs for specific internal performances and carrying out dynamic risk assessment shoots.
	Technical troubleshooting and prompt reporting of any defects to LM
	Assist CTL Music Technology and Performance in ensure day to day curriculum needs are met including but not exclusive to preparation of rehearsal and performance spaces.
	Look after designated areas ensuring they are safe, well maintained and well organised.
	Work with CTL Music Technology and Performance to complete maintenance and servicing of equipment. Working with external contractors and repair services if requested.
	Advise CTL Music Technology and Performance on required budgets. Record and manage all assets and cost and recommend new or replacement equipment where delegated
	Liaise with IT department regarding course software and equipment
Work effectively as part of the Humanities Faculty	Identifying and reporting training needs
	Share skills with other staff where appropriate
	Ensure a high standard of communication, record keeping and liaison
	Liaising with other departments when appropriate
	Actively participate in appropriate reviews and meetings required to do so
	Address problems proactively and liaise effectively with colleagues, managers and support services
Other	Undertake such duties related to the work of the HUMES Faculty as may be assigned, consistent with your level of responsibility
	Safeguard and promote the welfare of children, young people and vulnerable adults

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety and safeguarding.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
Feedback from customers and other departments Music and Performance profile both within College and our wider community Compliance with College processes Feedback for Line Manager

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

Qualifications	Clean DBS check
	Basic first aid certificate or willing to work towards it
SKILLS/ PERSONAL QUALITIES	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Good customer service skills and reputational awareness
	A strong interest in developing the Music courses and wider faculty -
	Ability to establish good rapport with adults and young people and understand their needs
	Able to supervise a small group of students
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)
	To have an understanding of H&S and Fire Safety regulations

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.



Technician in Music Performance and Technology | Faculty of Humanities

Dear Applicant

Thank you for taking an interest in the position of Technician in Music Performance and Technology at Cirencester College.

This is a rare and exciting opportunity for a modern, innovative and driven individual to join a supportive and inspiring Faculty. The successful candidate will have a varied skill set to aid organisation of equipment, subject specific software, rehearsal and performance space, whilst working alongside outstanding practitioners in their field to develop student work beyond what they thought they were capable of. Candidates should possess either proven experience in industry or a sound working knowledge of Pro Tools, Logic pro, Muse score and set up of performance areas. We are keen to appoint a motivated individual who is committed to continued professional development.

We are a top performing 6th form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our 3100 students are doing level 3 programmes, mainly A-levels.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

The College has completed major building renovations and expansion, this includes a contemporary new Digital building which is a major upgrade in technological teaching spaces for the College, our new T-level building providing a dedicated home for many of the College's T-level courses and our most recent building, The Avebury building which includes an extended social space, Pastoral hub & teaching areas.

We have approximately 340 staff including managers, lecturers and a wide array of support staff.

Faculty Staff work closely and effectively in subject and department teams. There are four faculties comprised of related subjects, each line-managed by a Head of Faculty and Senior Professionals with a course leader for each subject. The Faculty in which Music sits is the Faculty of Humanities. Other courses in the faculty include subjects such as: Performing Arts. Within this role, you may be asked to teach in different subject areas (e.g. English), and so willingness to do so would be advantageous. We encourage our staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year. Over two thirds of the faculty have been in post for 4 years or more, which is testament to the teamwork and positive working environment.

Our core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials.

Flexibility is an essential quality and this role will involve cross-team and possibly cross-college liaison and responsibility. We encourage collaboration among staff in delivering professional development activity and colleagues are unfailingly helpful and supportive of one another. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges. Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; you will have the opportunity to become involved in their development and delivery.

Examination results are largely above national benchmarks across the faculty and our sixth form status means that we continue to aspire to raise achievement. The college operates a rigorous self-assessment regime, and we are relentless in our commitment to improve. In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue.

The job-specification (including potential tutor role) provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them. If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

We may seek to interview strong applications prior to the scheduled interview week. If you have any questions about the post, please contact me on kevin.seymour@cirencester.ac.uk

Kevin Seymour, Head of Humanities Faculty

