REIGATE COLLEGE

**Job Description for a Music Technician**

**Name:**

**Responsible to: Director of Learning (M Faculty)**

**Job Purpose: To provide technical support to the Music Department**

**Job Responsibilities:**

1. To provide technical support in sound systems and multi-track recording and sequencing.
2. To participate in the preparation and setting up of apparatus, materials and equipment for use in practical examinations, coursework, assessments and Open Evenings.
3. To participate in the organisation, maintenance and storage of equipment, materials and project work as required.
4. To be responsible for the safe filing, editing and organisation of coursework and student work for examination purposes.
5. To be responsible for the general maintenance (including cleaning and minor repairs) of guitars, drum kits, amps etc within the Music Department and to report faults to the Head of Department.
6. Planning, preparing, setting-up and running of music events (indoors and outdoors), including mixing.
7. To operate sound at Performing Arts shows as required.
8. To participate in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Music and Performing Arts departments in accordance with College policy.
9. To assist/supervise in practical classes as directed by the Head of Department.
10. To support/supervise students with their projects and assignments.
11. To work flexibly outside of College hours at events and performances for which time off in lieu will be given.
12. To attend and provide assistance on Open Evenings for which time off in lieu will be given.
13. To work in supportive collaboration with other College Technicians.
14. To undertake any other particular duties which may be reasonably assigned to you by the Principal, Director of Learning or Head of Department from time-to-time.

# Person Specification

The person appointed is expected to have:

1. A general awareness of the purpose of the College and an understanding of the environment in which it operates.
2. An awareness of and a responsiveness to, the needs of students in 16-19 age range and ability to form good working relationships with them.
3. Effective communication, interpersonal, time management and organisational skills.
4. The ability to investigate, solve problems and make decisions.
5. Ability to work as part of a team and work without supervision.
6. Sound written and oral communication skills.
7. Excellent IT knowledge (preferably Mac, Logic, Sibelius, Workgroup Manager) or the ability to learn very quickly under own guidance.
8. Experience of performing with a band would be beneficial.
9. Music theory knowledge at Grade 8 or degree level.
10. Ability to adapt quickly and effectively to new problems as they arise.
11. The ability to stay positive and meet deadlines even when working under pressure.
12. An ability to work in professional partnership with other staff and students and to establish a good rapport with a range of client groups.
13. An awareness of the need for personal development, both as a member of a team and as an individual.
14. A commitment to personal development and training.
15. A commitment to equality of rights and opportunities.

June 2019

KAS

Signed: Date:

Post Holder

Signed: Date:

Director of Learning