



JOB DESCRIPTION

JOB TITLE	Audio Engineer
DEPARTMENT/SECTION	Theatre / Music/Whole-School events
LINE MANAGER	Theatre Technical Manager / Director of Music
RESPONSIBLE FOR	Whole School and Music Department technical support

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

We are looking to hire an Audio Engineer to assist with the day-to-day operations of the recording studio and support school events as well as assisting the development of our music technology offering.

You will also be responsible for the day-to-day operation of the recording studio, supporting a wide range of sessions from GCSE and A-Level performances to bands and radio plays. You will also be responsible for the general upkeep of the space, ensuring it remains in working order. Additionally, you will be required to assist with external bookings of the space.

You will need to support the A-Level Music technology programme and any further associated programmes.

You will assist in the smooth running of events, working in conjunction with the theatre team, leading on operating sound equipment. Events will include internal events of varying scale as well as external events and conferences, on and off site.

You will have experience working as an audio engineer, either in a studio or venue, with experience in both live and recorded audio. You will be comfortable on digital and analogue sound desks and be used to working with Logic Pro.

You will have health and safety knowledge, have good communication skills, be a whole team player with the ability to work flexibly. Formal qualifications are desirable.

GVP 02.02.23

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

KEY DUTIES AND RESPONSIBILITIES:

Recording Studio

- Day to day operation of the recording studio
- Recording of GCSE and A-Level Music performances
- Work with anyone requiring use of the studio, including internal and external hires
- Maintenance of equipment as required, keeping the studio at the highest standard
- To make recommendations on equipment as and when appropriate for the maintenance/development of the studio
- Be responsible for the daily opening and closing of the studio

Live Events

- The set up and operation of any sound equipment, as instructed by the Theatre Technical Manager
- Deal with the distribution and organisation of equipment for events and activities
- Assist in the set up and running of assemblies
- Generally, assist in the setup, running and strike of events
- Assist the videographer as required

Teaching

- Support the teaching of Music Technology
- Work with the drama team to support sound design candidates and with this aspect of the drama curriculum

ADDITIONAL RESPONSIBILITIES

- Any other duties as required by your line manager or the school

TERMS OF EMPLOYMENT:

- 8am-5pm Monday to Friday and whenever is required beyond these hours, including weekends.
- Time is to be taken back during holidays, hours beyond 8am to 5pm will be counted as TOIL

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

GVP 02.02.23

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.