

ROYAL NORTHERN COLLEGE OF MUSIC

JOB DESCRIPTION

Job Title:	Sound Engineer (Live Sound)
Department:	Operations (Technical)
Responsible to:	Sound and Video Manager
Responsible for:	Casual / regularly employed staff, apprentices / work placements. External contractors and other College users present within the College's technical recording areas.
Grade:	5

Main purpose of the job

The Sound Engineer (Live Sound) is a key role supporting the provision of a wide range of live sound, recording and video services for activities in the College's teaching environment and public performance venues.

The post holder is responsible for providing technical support to the BMus Popular Music course and for ensuring a high quality support service for live sound of all genres, together with recording and video. The post holder will also ensure that equipment is maintained to the highest standard and that all relevant activity within the teaching environment and performance venues (and other spaces as and when appropriate) is correctly supported.

Main duties and responsibilities

1. Ensure compliance with all relevant aspects of legislation, policy and procedure e.g. health and safety, fire safety, the Premises Licence etc, including the obtaining, or the compiling of, the necessary documentation required (Safe Working Procedures, Risk Estimates L.O.L.E.R, C.O.S.H.H. etc), working consistently with colleagues to develop and improve the culture of safety and health in all technical areas.
2. Liaise with the Sound and Video Manager (also liaising with external consultants and contractors when requested) so as to ensure that the relevant areas of RNCM building fabric and technical equipment is maintained to the highest standards (comprehensive P.A.T programme etc.) and that all equipment both toured and College owned is operated safely and kept secure.
3. Provision of high quality live sound, recording, video and other audio visual provision for activities in the College's teaching environment and public performance venues, including visiting hirers. Includes efficiently balancing and recording in sound (sometimes with video), following a musical score when required, of College performances for student use and archival purposes.
4. Responsible for committed and high quality technical support of the BMus Popular Music course, liaising with Heads of Schools and the IT Department as required, ensuring the efficient operation of the facilities.

5. Demonstrate a positive and reliable work ethic, setting a good example to others with committed and professional behaviour. Participate in the recruitment / selection, induction and training of staff. Develop and maintain excellent working practices, with due consideration of relevant College policies, the overriding objective being the achievement of high standards of professionalism and a strong, positive work ethic.
6. Provision and operation of PA systems for both the College and external clients. Recording of external clients for commercial purposes. Liaising with the College's Performance and Programming Department and other departments as required.
7. Maintenance of all professional and semi-professional recording and broadcasting equipment including: routine checks, repairs, arranging portable appliance testing and assessing the potential capabilities and scope of equipment, advising the Sound and Video Production Manager of latest technological developments and/or changing requirements. Also to ensure that a comprehensive inventory is kept of all relevant equipment as requested.
8. Carry out formal demonstrating, mentoring and training of students (both RNCM and visiting) where required, in relation to sound amplification, recording techniques etc. both by way of practical methods and theory. Share responsibility for the positive guidance and training of technical work experience placements and / or apprentices, assisting them in the implementation of a safe and varied programme of work.
9. Purchase of maintenance supplies and consumables (following College Financial Policy and Procedures) and recommend equipment purchase for replacement or improvement purposes to the Sound and Video Production Manager. Assist in maintaining the highest standards of housekeeping (and cleanliness where appropriate) in relevant areas of the RNCM.
10. Assist the Sound and Video Manager in workload scheduling/planning and in identifying potential commercial income opportunities. Supervision of casual staff in all aspects of the operation, ensuring that all commitments are carried out in a responsible and professional manner.
11. General administrative support for the Sound and Video team as defined by the schedule of its work, including the upkeep of the work allocation diary. In conjunction with Sound and Video Production Manager where required, liaison with the Events Manager with regard to providing information for quotes and/or invoicing for external clients.
12. Provide written reports for the Sound and Video Manager when requested and deputise for the Sound and Video Manager in his/her absence.
13. Undertake other duties as required which reasonably fall within the scope of the job, taking into account the post holder's grade, skills and qualifications.

Summary of Main Terms and Conditions

Salary: Grade 5 points 20 – 23, currently £23,386 p.a. - £25,513 p.a. (pending review) .

Hours of work: Your hours of employment should not normally exceed 35 hours per week in any week. However, you will be expected to work such hours as are reasonably necessary in order to fulfil the duties of this post in a professional manner.

Annual Leave: 22 Days per year, rising to 27 after 5 year's continuous service, plus 2 statutory days and all bank holidays.

Pension: The post-holder will be eligible to join the LGPS.