

Job Title	Music Schools' Technician
Reports to	Head of Music Technology

Job Purpose

To support and assist the Head of Music Technology and music staff in the day to day running of a vibrant music department. The Music Schools Technician will manage the recording studio and 3 mac computer suites.

Key Tasks and Responsibilities

Duties will include:

- Responsible for/oversee the maintenance and upkeep of all music technology hardware and software;
- Responsible for/oversee the maintenance and upkeep of electric/electronic instruments in the music schools including HiFis, electric pianos, keyboards, electric guitars, amps, headphones, cables, microphones, speakers, etc;
- Ensuring all A/V across the department is in excellent working order and organising repairs when necessary;
- Ensuring all music technology and audio equipment is in excellent working order, and organising repairs when necessary;
- Sourcing and ordering of new/replacement audio/AV equipment for the department;
- Ensuring all music technology software across the department is up to date and in excellent working order;
- Recording, editing and uploading of all concerts/competition to a shared space;
- Setting up of PA systems for concerts/competitions;
- Maintaining the Rock Room /Guitar room equipment;
- Recording, editing and storing of all GCSE/A Level coursework;
- Video and audio recording/editing/storage of all music department events;
- Setting up of all Music and Music Technology exam;
- Assisting teachers during music/music technology lessons;
- Liaising with Administrators, Teachers and Visiting Music Teachers around needs and requirements;
- Instructing students in use of music technology and AV equipment;
- Overseeing technical requirements for all musical events such as concerts, competitions, societies, guest speakers etc;
- Developing and overseeing student music technology assistants;
- Consulting with head of MT about new purchases, upgrading equipment and software updates etc;
- Purchasing and installing new equipment;
- Overseeing the maintenance, booking and use of the recording studio;
- Organising equipment repairs;
- Preparing specific microphone/studio configurations ahead of academic music technology lessons;
- Assisting music teachers in using classroom AV facilities, and solving related issues;
- Setting up amplification and mixing equipment for live concerts;
- Editing, mixing, exporting and archiving audio and video recordings of all official music events;

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- Overseeing the use of in-situ recording, amplification and livestreaming equipment in the performance spaces within the department;
- Livestreaming musical events, concerts and competitions;
- Supervising A-level Music Technology students with their recording and mixing down coursework;
- Control, upload and update the departmental digital signage;
- Any other requests as appropriate from the Head of Music Technology;
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Music Technology/Audio Engineer graduate with BSc, BMus, BA or equivalent;
- An excellent knowledge of all aspects of music technology production and audio/video recording and editing;
- An excellent knowledge of classical and popular music recording techniques;
- Previous experience of working in an educational environment is desirable;
- Excellent knowledge of Logic Pro, ProTools, Ableton, Final Cut and Adobe Premiere;
- Ability to supervise the music technology suites and offer practical support to members of staff and students;
- Ability to work under pressure, to a deadline and prioritise work in a busy school environment;
- A 'team' player with ability to work flexibly as part of a team;
- Good written and verbal communication skills;
- Excellent organisational skills;
- Ability and willingness to work in the evenings and weekends by arrangement;
- Excellent IT skills;
- Knowledge of current Health & Safety procedures is essential;
- Knowledge of the current A level Music Technology specification is desirable;
- Approachable, open and honest;
- Dedicated, conscientious and hard working.

Working Pattern

- Your working hours will be 35 hours per week. Typical hours of work will vary depending on the time of year. At the beginning of a term it may follow a typical 9.00am to 5.00pm Monday to Friday pattern although flexible working will be needed to fulfil the requirements of the post to include evening and

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weekend duties. During coursework/concert/competition periods you would be expected to change your working pattern, so you were available during the evenings/weekends.

- You will work these hours during term time (32 weeks per year) and you will be paid in 12 equal monthly instalments.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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