

STUDIO SUPPORT ENGINEER

Digital & Production

Grade 6, Part time, Permanent

Job reference number: 304-24

Applicant Information Pack

Closing date

9am Tuesday 7 May 2024

Interview date

Wednesday 22 May 2024

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	Studio Support Engineer
Department	Digital and Production
Grade	6
Hours of work	0.5FTE (17.5 hours per week)
Contract type	Permanent
Responsible to	Audio Visual & Broadcast Engineer
Responsible for	NA
Liaises with	<p>Internal AV Production Manager, Studio and other Digital & Production team colleagues; ICT Helpdesk; Teaching and Research staff; Students; Composition faculty; Area Leader in Composition for Screen</p> <p>External Hardware and Software Suppliers; Equipment repairers.</p>
Job overview	<p>The Studio Support Engineer plays a crucial role in providing technical support and expertise for studio & electronic music teaching and performance within the Royal College of Music. The post has a strong focus on composition technology and electroacoustic music, supporting studio teaching spaces such as the Mac suites and production studios. The post holder may occasionally support other performances and digital productions.</p> <p>Additionally, this role involves assisting the AV & Broadcast Engineer in maintaining and upgrading the college's recording, production, and music technology facilities.</p>

Key Responsibilities

- Provide technical support and expertise for venues and teaching spaces within the RCM, including setup, operation, and troubleshooting of equipment.
- Maintain and enhance the College's recording, production, and music technology facilities, keeping them up to date with industry standards and advancements.
- Provide technical advice, training, and support and technical inductions to students and staff regarding digital production technologies and equipment.
- Supporting the in-house studio team when required to facilitate events.
- Collaborate with composition students and faculty staff, offering guidance and support in the field of electroacoustic music.
- Ensuring administrative tasks applicable to the role are completed promptly and accurately.
- Providing electroacoustic support for student performances, module assessments, and other learning activities.
- Keeping up to date with audio-visual and digital technologies relevant to the role and the RCM's needs.

The post holder will often work on their own but is also part of a larger team in which they are expected to play an active and flexible role, they may occasionally work with the Digital & Production team on the following collaborative efforts:

- Networked performances/masterclasses and related activities (within the RCM Studios and elsewhere).
- Editing, mastering, media management, archiving and copying between formats.
- Keeping all equipment properly stored, labelled, maintained and ensuring all technical facilities are kept tidy and clean in order to ensure a professional environment.
- Supporting courses with audio/visual requirements.
- Assisting the Studio Team in recording Final Recitals

The postholder will be expected to work onsite at the College and flexibly across working hours, evenings and occasional weekends as required.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Appropriate qualification or equivalent experience in a relevant discipline (e.g. Sound Engineering, Music Technology, Electronic Music).	Essential	AF, INT
	Demonstrated experience in electroacoustic music and sound design, with hands-on knowledge of software such as MAX/MSP or QLab in a professional or educational setting.	Essential	AF, INT
	Experience working with a range of Digital Audio Workstations (DAWs) and Non-Linear Editors (NLEs).	Essential	AF, INT
	Experience working with a range of technologies, including microphones, mixing consoles, amplifiers, speakers, projectors, and video displays.	Essential	AF, INT
	Experience in recording, editing, and post-production techniques for music and live performances.	Essential	AF, INT
Personal Attributes	Flexible, fast learner with an aptitude for learning new production technologies and workflows.	Desirable	AF, INT
	Excellent problem-solving skills and the ability to handle technical issues and challenges under pressure.	Desirable	AF, INT
	Effective communication and interpersonal skills, with the ability to work collaboratively with artists, performers, production teams, and other stakeholders.	Desirable	AF, INT
	Following industry developments, openness to attending relevant training, and active participation in professional development opportunities.	Desirable	AF, INT
	A commitment to recognising, valuing, and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Audio Visual & Broadcast Engineer within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a part time (0.5FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday. The post holder will be required to work flexibly across the college for 17.5 hours per week with occasional evening or weekend work as required.</p>												
Salary	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>20</td><td>£32,378</td></tr><tr><td>21</td><td>£33,154</td></tr><tr><td>22</td><td>£33,999</td></tr><tr><td>23</td><td>£34,882</td></tr><tr><td>24</td><td>£35,789</td></tr></tbody></table> <p>*inclusive of London Weighting allowance **as this is a part time post, the postholder will receive a proportion of the full-time salary</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	£32,378	21	£33,154	22	£33,999	23	£34,882	24	£35,789
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Work permit	<p>All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.</p> <p>This is not a role for which the RCM will act as a sponsor for a visa application.</p>												
DBS check	Not applicable for this post.												
Probation	The post has a six month probationary period.												
Notice period	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.												
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).												

Annual leave Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.

Part time staff will receive a pro rata entitlement for annual leave.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

Professional Development The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject.

Staff The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include

teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Department

RCM Studios support a wide range of activities across the College. Our audio, video and composition technology facilities enable performers and composers to work in professional studio conditions. The RCM Studio facilities are used on a range of technology-based courses and modules, ranging from Production to Composition for Screen.

Our composition and production suites feature high-spec workstations for tuition and individual project work with a wide range of professional software such as Pro Tools, Logic, Cubase and extensive orchestral sample libraries.

Our highly skilled staff, Steinway Model D grand piano and the friendly, relaxing environment have made the RCM Studios popular with classical musicians, film score producers and television producers internationally. Our recording engineers are also highly experienced in pop, rock and jazz recordings.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Tuesday 7 May 2024**

Applications received after the stated closing date will not be considered.

Interview date **Wednesday 22 May 2024**

With some roles at the RCM second interviews may take place.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Richard Bland
Head of Digital & Production
April 2024

