

**Job description: Morley Radio and Studios Technician (0.6)**

<b>Status</b>	<b>Permanent</b>
<b>Base</b>	<b>North Kensington Centre</b> <i>Post holder will be required to work across College sites and at other locations</i>
<b>Salary</b>	C£15127.80 ( £25,213 FTE)
<b>Hours of work (per week)</b>	21.6 hours per week
<b>Reports to</b>	<i>Morley Radio and Studios Manager</i>
<b>Manager to</b>	<i>No line management responsibility</i>

**ROLE PURPOSE**

This role will work with the Morley Radio team providing comprehensive technical support service to the Morley Radio facilities, music production suites and recording studios across centres.

This role will also be required to provide support in radio productions, recording sessions, and events.

**MAIN ACCOUNTABILITIES**

1. Support the Morley Radio and Studios Manager in maintaining the Morley Radio and Music Production facilities within the College, ensuring that these facilities are working efficiently and are fit for purpose.
2. Support the Morley Radio Team in the running of recording sessions, radio productions, and events.

3. Maintain radio programming logs, as required by the station manager, monitor the quality of incoming and outgoing signals, and adjust equipment as necessary to maintain quality of broadcast.
4. Liaise and train volunteers and studio users, including tutors and students.
5. Organise as required the swift servicing and repair of equipment, its return and collection.
6. Draft and complete proposed orders for new equipment and materials.
7. Collect and check goods received on arrival for quality and specification, and match delivery notes and invoices with original orders, and allocate appropriate storage.
8. Set up and keep an asset register of all equipment, materials, software – and review annually.
9. Maintain a communications daybook system to update users, including tutors, of the studio on equipment, repairs, supplier's information etc.
10. Liaise with Morley Radio and Studios Manager in meeting equipment/software requirements for the teams and any reorganising of equipment etc that may be necessary from time to time.
11. Liaise and communicate with a wide variety of suppliers and other related external agencies to support the purchasing of equipment, software, technical repair & maintenance.

## **GENERAL COLLEGE RESPONSIBILITIES**

1. To attend relevant training and meetings as required.
2. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD required of you professionally.
3. To contribute to the effective management and promotion of equality and diversity.
4. To work in accordance with the Health & Safety at Work Act and Safeguarding Procedures, ensuring the College is a safe environment for staff, students and visitors.
5. To work at all times in accordance with Morley College's policies and procedures.
6. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

### **Safeguarding children and vulnerable adults:**

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible

for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

### **WORKING WITH**

The postholder will, for the most part, work with the Morley Radio Team (Manager, Assistants and Technicians) but will also have contact with Programme Managers, sessional tutors, radio volunteers, facilities and IT staff, when necessary.

### **DBS STATUS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

### **PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Morley Radio and Studios Technician (0.6)</b>
<b>Essential Criteria:</b>	
<ul style="list-style-type: none"><li>• A minimum L3 qualification in a relevant subject providing it covered the technical rigour required of being a radio/music technology technician</li><li>• Proven experience of working as a technician including experience of maintaining a professional recording studio and radio studios</li><li>• Experience of working and maintaining Apple and PC computers and networks</li><li>• Experience of working and maintaining studio equipment including (but not limited to) Pro Tools HD systems, Solid State Logic consoles, Axia Radio consoles and engines, Sonifex and Smart Sign switching systems, AoIP (RedNet) systems, Midas Consoles</li><li>• Ability to use and configure a variety of music production and radio software applications such as Logic Pro, Pro Tools Ultimate, Ableton, Cubase and Sibelius, Myriad Radio Playout, Adobe Audition</li><li>• Ability to fault-find, identifying correctly the erroneous or faulty areas of operation, to fix, where appropriately, or handle the return/repair of faulty equipment back to the suppliers.</li><li>• Good administrative skills including the ability to draft and complete order forms and keep equipment inventories</li><li>• Excellent organisational skills including the ability to work to short deadlines and prioritise own workload</li><li>• Excellent interpersonal skills with the ability to work independently as well as contribute to the work of a team</li><li>• Excellent communication skills with the ability to communicate clearly and concisely both verbally and in writing, (email, social media platforms)</li></ul>	

- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

#### Desirable Criteria

- Relevant additional training and qualifications such as an Apple Technician Certification, Rednet, Dante, network certifications, or similar
- Knowledge of acoustics
- Knowledge and interest in a variety of music genres
- Experience of working within an academic institution or similar

20/03/2024