Music Production, AV and IT Support Officer
To start as soon as possible

(Full time, all year round, 52 weeks)

INFORMATION FOR CANDIDATES

INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Music Production, AV & IT Support Officer

JOB SPECIFICATION

This is an exciting opportunity for a Music Production, AV & IT Support Officer to work with some of the country's most gifted musical students.

The Purcell School is home to two state-of-the-art recording studios, dedicated audio production rooms, and multiple computer suites equipped with a mixture of Apple iMacs, Windows PCs and Chromebooks.

We use a wide range of software and platforms on a daily basis, including Google Workspace, Logic Pro, Final Cut, Pro Tools, Microsoft Office, Sibelius and Dorico; underpinned by an industry standard virtualised Windows Server-based network.

We have two main performance areas, each equipped with automated recording and PA systems, interconnected with an array of both analogue and IP-based Dante/NDI infrastructure. In addition, several of our teaching rooms are linked directly to our studios, making it possible to record a range of the highest quality pianos and other instruments.

Through a wide range of creative projects and courses, students are taught how to use the studios and computers for multi-track recording, mixing, sampling, sequencing, arranging, electro-acoustic composition, film composition, producing and sound engineering. In all subjects, students use IT as a daily learning and creative tool; making a reliable and dependable technology infrastructure absolutely essential.

In this varied role, you will be an integral part of the team, facilitating the smooth running of the AV facilities and assorted networked technology across all areas of the school, including our Music Department, recording spaces, class teaching rooms and offices.

You will undertake a challenging but fulfilling mix of classroom technology support, hardware and software troubleshooting, course and performance-related recording and editing, whilst also assisting with general IT Network support, maintenance and various exciting project developments.
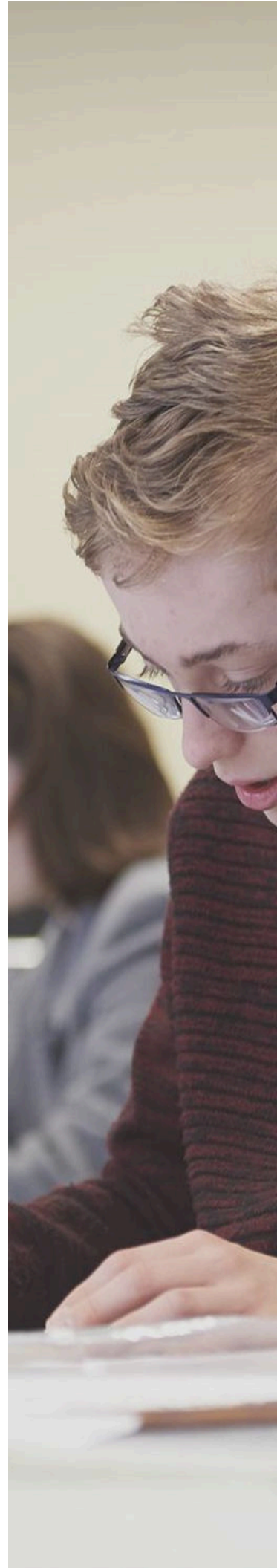
TERMS AND CONDITIONS

This opportunity presents full-time, permanent employment with a commitment of 37.5 hours per week, year-round.

While standard work hours typically run from 8:30 am to 5:00 pm, some flexibility may be required to accommodate concert schedules and events. The comprehensive benefits package includes a generous holiday entitlement of 30 days, with additional days allocated between Christmas Day and New Year's Day, as well as Bank Holidays.

The salary offered ranges from £26,000 to £30,000 per annum, contingent upon experience, and includes participation in a contributory pension scheme, with a 4% employee contribution and a 10% employer contribution. During term time, employees enjoy complimentary, high-quality lunch provided on-site and convenient parking facilities are available free of charge.

This role includes a six-month probationary period and will undergo regular performance reviews.

HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement to the Bursar as soon as possible. Please do not send a separate curriculum vitae as these will not be accepted. Closing date for applications is Monday 15th April 2024, interviews to be held during week of 22nd April 2024.

Personal statements should outline your experience and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to contribute to an outstanding student experience.

Interviews will explore technical experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and qualifications to the interview.

Please note that the school reserves the right to withdraw the vacancy at any time.

Applications should be made to the Bursar, Mr A Wroblewski, sent by email to recruitment@purcell-school.org or by letter to: Recruitment, The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Music Production, AV and IT Support Officer

Reporting to the Head of Music Technology and IT Network Manager.

Ultimately, all support staff report to the Bursar.

This job specification sets out the main duties of the post at the time of drafting. Specific responsibilities are as follows:

MAIN AREAS OF RESPONSIBILITY:

- To maintain the studios, computer suites, PA and AV systems
- To service and upgrade all Music Technology and Music Department equipment
- To manage the recording and editing of student performances and concerts (including filming and live-streaming), for examination / competition / archival purposes
- To provide live sound and general AV / technical support for internal and external concerts & events
- To liaise with the IT Network Manager in maintaining and updating all computers and network connected devices, with particular emphasis on servicing the Apple Mac suites and their interface with the main network
- To support technology-dependent teaching, learning and examinations, throughout the school
- To aid in the maintenance of school-wide IT equipment
- To assist the IT Network Manager with day-to-day administrative tasks and improvement projects
- To ensure the secure storage of all department equipment
- To maintain inventory of all AV, Studio and Computer equipment
- To manage the use and loan of studio equipment and IT hardware
- To maintain records of department finances
- To oversee the ordering / resale / budgetary recharging of media, consumables and spares

FOR ALL STAFF:

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination

PERSON SPECIFICATION

Experience and Knowledge:
A post A level qualification in any music technology specialism, computer studies or equivalent
Knowledge of a wide range of audio equipment and software
Experience of working in an educational setting and/or in a "1st line" support role (desirable)
A particular interest and ability in Sound Engineering, audio visual equipment and computer technology
Some knowledge of Microsoft Active Directory, and Apple/Microsoft software deployment tools (desirable)
Experience of making live audio and video recordings
A record of excellent attendance and punctuality
Excellent knowledge and understanding of the concepts and skills essential for student success

Ability and Skills:
Exceptional IT skills, particularly Apple Mac computers, Microsoft Windows and networking concepts
Knowledge of a range of software, especially Logic, Pro-Tools, Google Workspace and Microsoft Suite
The ability to engage with young people and develop positive and meaningful working relationships
Experience of live engineering (desirable)
Understanding of relevant Health and Safety procedures
The ability to work independently, take initiative and solve problems
Excellent planning and organisation skills with the ability to handle competing demands on your time
Strong interpersonal skills with the ability to communicate effectively with students and colleagues
Ability to work under pressure and to meet deadlines with a high level of organisation and efficiency
Full clean driving licence (desirable)

Personal Attributes:
Willingness to play a full part in the life of the School
A passion for all areas of Music Technology and Information Technology in general
Enthusiastic supporter of creativity with energy and imagination
Willingness to work flexibly