

# JOB DESCRIPTION

Job Title:	Technical & Performance Resources Assistant - Weekends
Department:	Technical & Performance Resources
Grade:	3

## SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To be responsible for the operation of an equipment loaning service, operate a limited shop function for peripheral accessories, and to facilitate the use of recording studio, performance, rehearsal and practice spaces within the conservatoire campuses.
2. To support the maintenance and administration of the instrument and equipment inventory, tracking asset usage and supporting continuity of stock.
3. To support the systems and processes delivering equipment to locations for events and teaching activities for all conservatoire functions.

## REPORTS TO:

Performance Resources Manager.

Additionally supervised by the Technical & Performance Resources Supervisor.

## STAFF RESPONSIBILITIES FOR:

None

## DUTIES:

*The role-holder will:*

- To be responsible for the day-to-day running of the recording studios, band rooms, practice rooms, and specialist study rooms, ensuring that they are fully operational. To issue equipment/instruments to staff and students and to deal with enquiries regarding studios, equipment and instrument inventory. To monitor equipment bookings ensuring that prompt delivery or collection of items is maintained. To monitor inventory items usage and ensure continuity against any loss or damage.
- To provide front line trouble shooting for the recording studios, rehearsal spaces, audio-visual equipment and systems, and to assess equipment reported as faulty and

repair as directed. To support the resources teams' functions in maintaining any equipment defect reporting processes, and monitoring equipment condition.

- To contribute to the maintenance of the recording studios, rehearsal spaces, DJ suite, and ancillary equipment as directed by the Technical & Performance Resources Supervisor, and to install and maintain audio-visual software and equipment.
- To be responsible for the bookings of instruments and equipment to all staff, students, and external customers, ensuring requests can be resourced. To inform users of any problem, or clash with their booking.
- To research additional, replacement equipment or operational/usage solutions to enhance and maintain the inventory or efficiency of activities.
- To administer the sale of a selection of items to customers within the conservatoire. Operating a payment system and stock management.
- Responsible for ensuring that the Health & Safety systems and procedures that cover the operation of the unit are implemented, as well as assisting in their regular review.
- To comply with all conservatoire policies and procedures.
- To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the conservatoire Appraisal Scheme.
- Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

## NOTES:

1. *Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*

2. *Where an applicant is, or becomes, disabled (as defined by the Equality Act 2010) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the role description wherever possible.*