

PERSON SPECIFICATION

Job Title:	Technical & Performance Resources Assistant - Evenings
Department:	Technical & Performance Resources
Summary of Duties & Responsibilities:	• Maintaining the currency of the recording studios and DJ Suite; ensuring that they are operational at all times. • Distributing equipment to staff and students, ensuring all records are up to date, and offering technical support and advice to students and staff • Delivering relevant demonstrations to students and staff on the use of equipment and software • Supporting the Music Production Resources Manager with project work.

Key

E = Essential Criteria for Post

D = Desirable Criteria for Post

A = Application Form

I = Interview

R = Reference

T = Test

C = Certificate/Documentary Evidence

✓ = Use in how measured

CRITERIA		E/D	HOW MEASURED				
			A	I	R	T	C
QUALIFICATIONS & ATTAINMENTS							
1.	A level or equivalent Level 3 qualification in Music or Music Technology	E	✓				✓
2.	Bachelors degree in Music or Music Technology	D	✓				✓
EXPERIENCE & KNOWLEDGE							
3.	Prior experience and understanding of recording equipment and software	E	✓	✓		✓	
4.	Knowledge of Health and Safety as regards studio environments	E	✓	✓			
5.	Knowledge of current DJ equipment and software	D	✓	✓			
6.	Excellent IT skills and good working knowledge of standard office software, e.g. Word, Excel	E	✓	✓			
7.	Prior experience of Apple Mac DAW software	E	✓	✓		✓	
8.	Ability to solder and carry out minor equipment repairs	D		✓		✓	
SKILLS & COMPETENCIES							
9.	Strong planning and organisational skills, including the ability to prioritise a busy workload	E		✓			
10.	Excellent IT Skills	E	✓	✓			

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
11. Excellent interpersonal and written communication skills	E	✓	✓			
12. An excellent customer service ethos.	E	✓	✓			
13. Excellent team working skills	E		✓			
VALUES & ETHOS						
14. Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation	E	✓	✓			
15. Commitment to safeguarding young people and other vulnerable groups	E	✓	✓			
WORK CIRCUMSTANCES						
16. Availability to work evening shifts from 4:30pm to 12:30am, Monday to Friday.	E	✓	✓			
17. Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant	E					✓

APPROVAL OF PERSON SPECIFICATION - LCOM	
Compiled By:	Mark Daniel Rogers
Compilation Date:	July 2026