

JOB DESCRIPTION

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

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Maintaining the currency of the recording studios, band rooms, practice rooms and DJ Suite; ensuring that they are operational at all times.
2. Distributing equipment to staff and students, ensuring all records are up to date, and offering technical support and advice to students and staff.
3. Delivering relevant demonstrations to students and staff on the use of equipment and software.
4. Supporting the Music Production Resources Manager and Performance Resources Manager respectively with project work.

REPORTS TO:

Music Production Resources Manager

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 DJ suite, ensuring that they are operational. To issue equipment to staff and students and to deal with enquiries regarding the studios, ensuring that all users of the studios and DJ suite receive prompt and accurate support. To monitor use of the studios and DJ suite, and referring any disciplinary issues to the Music Production Resources Manager.
- To provide front line trouble shooting for the recording studios, band rooms, practice rooms and DJ Suite and to assess equipment reported as faulty and repair where possible. To advise the Music Production Resources Manager, and Performance Resources Manager respectively of any repairs that need to be undertaken, and to organise service for items that cannot be dealt with in-house.

- To contribute to the maintenance of the recording studios, band rooms, practice rooms, and DJ suite, plus ancillary equipment as directed by the Music Production Resources Manager and Performance Resources Manager respectively, and to install and maintain audio-visual software and equipment.
- To research for academic approval, appropriate equipment for the studios and DJ suite based on teaching requirements. To make and install cabling/wiring schemes and electronic devices using standard audio wiring conventions/electronic circuits to facilitate use of the studios and DJ suite.
- To stay up to date with best practices around music technology through research and training to ensure high quality, accessible content and service.
- 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 help deliver student and staff inductions for the recording studios, band rooms, practice rooms, and DJ suite and help produce online training resources for the VLE.
- To be responsible for the bookings of studios to all staff and students. To inform users of any problem with their booking and to keep the students personal and group bookings recorded.
- 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.

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent
Working Hours:	Monday – Friday 16:30 – 00:30 37 hours per week
Notice Period:	1 months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
APPROVAL OF JOB DESCRIPTION - LCM	
Compiled By:	Mark Daniel Rogers
Compilation Date:	July 2026