Studio Engineer & Archivist – grade

<table>
<thead>
<tr>
<th>Department:</th>
<th>Music</th>
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</thead>
<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5, £33,294 - £37,655</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>7h per week (Part time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Department of Music

Goldsmiths Music Studios is a state-of-the-art recording studio operating as part of the Music Department at Goldsmiths, University of London. It also operates as a commercial facility.

https://www.gold.ac.uk/goldsmiths-music-studios/
https://www.gold.ac.uk/music/
Job description

Reporting to: Head of the Goldsmiths Music studios

Summary:
The Goldsmiths Music Studios is looking for a new part-time studio engineer and archivist. Working one day a week, you will be responsible for dealing with enquiries, assisting students, providing technical support for recording sessions and rehearsals, preparing rooms for sessions and ensuring that the facilities are in good working order.

You will also be responsible in helping manage the music department’s recording archive and for archiving new material.

Main duties:

- To liaise with and support the Head of Goldsmiths Studios as required.
- To provide technical support for recording sessions at the Goldsmiths Music studios, particularly in relation to music technology and recording/engineering.
- To run induction sessions and workshops with students.
- To carry out archiving of departmental assessments and events as required.
- To ensure good backup procedures are in place for all the archived data and to maintain, update and check backups.
- To support and maintain hardware and software provision within the studio.
- To maintain the studios instrument collection, and the distribution/collection of instruments, software and other equipment as required.
- Support the day-to-day bookings of the studio.
- Handle and track invoicing for commercial clients.
- To ensure adequate Health & Safety provision for in the studios.
- To assist in the general upkeep and organisation of the studio office including basic security and good working order of all resources therein.
- At all times to carry out your responsibilities with due regard to the College’s Equal Opportunities Policy.
- At all times to help maintain a safe working environment by attending training as necessary and following the College’s health and safety codes of practice and policy.
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form
- C = Certificate
- I = Interview
- R = Reference
- T = Test
- P = Presentation

<table>
<thead>
<tr>
<th>Category</th>
<th>Essential Criteria 1 - Qualifications</th>
<th>Desirable Criteria 1 - Qualifications</th>
<th>Essential Criteria 2 - Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relevant degree</td>
<td>Relevant degree</td>
<td>Experience of working in a recording studio environment</td>
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<tr>
<td>Experience with archiving</td>
<td>A, I, R</td>
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<td><strong>Desirable Criteria 2 - Experience</strong></td>
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<td><strong>Essential Criteria 3 – Knowledge</strong></td>
<td>A, I, T</td>
<td></td>
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<td>Demonstrable familiarity with software and hardware relating to the studio.</td>
<td>A, I, T</td>
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<tr>
<td>Demonstrable knowledge with archiving and backup procedures.</td>
<td>A, I, T</td>
<td></td>
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<tr>
<td><strong>Desirable Criteria 3 - Knowledge</strong></td>
<td>A, I,</td>
<td></td>
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<tr>
<td>Demonstrable ability with basic word processing and database software.</td>
<td>A, I,</td>
<td></td>
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<td><strong>Essential Criteria 4 - Skills</strong></td>
<td>A, I, R</td>
<td></td>
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<tr>
<td>Excellent organisational and time management skills</td>
<td>A, I, R</td>
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<tr>
<td>Excellent communication skills, in support of both colleagues and students</td>
<td>A, I, R</td>
<td></td>
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<td><strong>Desirable Criteria 4 - Skills</strong></td>
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<td>Excellent communication skills, in support of both colleagues and students</td>
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<tr>
<td>Ability to work effectively and prioritise tasks under time constraints.</td>
<td>A, I, R</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.

For more information about the role, please contact Mikko Gordon, e-mail m.gordon@gold.ac.uk.

August, 2023

**Summary of Benefits**

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.
You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities
- Access to University of London facilities such as Senate House Library
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.