

TRAINEE RECORDING ENGINEER

RCM Studios

Placement Year

Job reference number: 301-23

Applicant Information Pack

Closing date

9am Monday 6 March 2023

Interview date

Wednesday 15 March 2023

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	Trainee Recording Engineer
Department	RCM Studios
Grade	£20,111 per annum
Hours of work	Full Time
Contract type	Fixed Term for 12 months
Responsible to	Senior Recording Engineer
Job overview	<p>This role provides a 12 month training placement for a sound engineer with a strong interest in classical music, who wishes to develop high level skills in a wide range of operational disciplines including classical recording, editing and production, engineering film scoring sessions, mixing/directing live multi-camera video productions and running the live web streaming of classical concerts.</p> <p>This placement would be ideally suited to a student wishing to undertake a placement year as part of their studies.</p>

Key Responsibilities

Main duties

- Assist the RCM Recording Engineers and Videographer with all technical operations in the studios and other facilities as required
- Engineer or assist with audio operations for studio sessions, live concert recordings, live streams and live performances
- Act as producer on student sessions when required
- Undertake editing, mastering and quality control for completed recordings in accordance with RCM delivery standards and ensure safe delivery to clients and/or the recording archives
- Work on single and multi-camera video productions, including post-production using Final Cut Pro and other systems
- Provide technical support for networked music events using advanced videoconferencing technology to connect to remote locations around the world
- Assist and advise academic staff and students on the use of technical equipment and software, including Pro Tools, Logic, Cubase, iMovie, MaxMSP, Q-Lab etc.
- Assist with basic administrative and other tasks to support the successful operation of the studios

Necessary Health & Safety training

- Manual handling
- Noise at Work
- Electricity at Work
- Display Screen Equipment
- Fire safety

This work may be physically demanding and does involve some manual handling. Training will be provided to the trainee where necessary.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Successful completion of at least 2 years' degree-level study in the fundamentals of sound engineering, music recording or a related subject, or equivalent qualifications and experience.	Essential	AF, INT
Experience, Skills & Personal Attributes	Good score-reading skills	Essential	AF, INT
	A strong interest in classical music recording and related areas	Essential	AF, INT
	Self-motivated and proactive, with a flexible approach to the demands of the job	Essential	AF, INT
	Experience of team working and the ability to work with a wide range of people, from students through to international artists and composers	Essential	AF, INT
	Interest and/or experience in working with video and web streaming	Desirable	AF, INT
	Experience of working under pressure	Desirable	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to this placement may be amended by the Studio Manager within the scope and level of the post.

Terms & Conditions

Availability	This placement year is available from August 2023
Contract type	Fixed term for 12 months
Hours of work	This placement is offered on a full time (1FTE) basis. Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday. Evening and weekend work may be required and time off in lieu may be taken with the approval from your line manager.
Salary	£20,111 per annum

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
DBS check	Not applicable for this post.
Probation	The placement has a six month probationary period.
Notice period	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.
Pension	The Universities Superannuation Scheme (USS) is available for all placements. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	The annual leave entitlement is 25 days, plus public holidays. The RCM is closed between Christmas and New Year's each year, the three days in this week that are not bank holidays will come out of the individual's annual leave allowance.

Staff Benefits

Travel	Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.

Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Department

RCM Studios provides professional recording, audio-visual and music technology services to support College students, research and events. This includes archive recording and filming of concerts, audio and video sessions for auditions and competition entries, scoring sessions for student film composers, web streaming of major concerts, masterclasses and events (featuring some of the world's most famous conductors and performers), and remote masterclasses and performances via videoconferencing. Additionally, some recordings take place at external concert halls, churches and commercial studios across London.

RCM Studios provides recording and production services for commercial clients. The studio facilities include a 75m² live room with Steinway D concert grand piano, three control rooms, a video production suite, editing and teaching suites and connectivity to 8 large performance spaces around the College.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk or alternatively by post to Royal College of Music, Prince Consort Road, London, SW7 2BS.

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Monday 6 March 2023**

Applications received after the stated closing date will not be considered.

Interview date **Wednesday 15 March 2023**

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Richard Bland
Head of Digital & Production
February 2023

