

TRAINEE RECORDING ENGINEER

RCM Studios

Placement Year

Job reference number: 800-25

Applicant Information Pack

Closing date

9am Thursday 27 February 2025

Late or incomplete applications will not
be submitted to the Shortlisting Panel

Interview date

Wednesday 12 March 2025

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Job Description

Job title	Trainee Recording Engineer
Department	RCM Studios
Grade	£25,207 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 concert, as well as supporting external venue hire.</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, 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, ST
	A strong interest in classical music recording and related areas	Essential	AF, INT, ST
	Self-motivated and proactive, with a flexible approach to the demands of the job	Essential	AF, INT, ST
	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
Personal Attributes	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	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 1 August 2025
Contract type	Fixed term (12 months)

Hours of work	<p>This placement is offered on a full time (1FTE) basis.</p> <p>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 will be required and time off in lieu will be given.</p>
Salary	<p>£25,207 per annum.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>
Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. Visa Checking Tool</p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the Arts Council website.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
Immigration Advisors	<p>The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the UK Council for International Student Affairs (UKCISA). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a list of approved Immigration Advisors.</p>
DBS check	<p>Not applicable for this post.</p>
Probation	<p>The placement has a six month probationary period.</p>
Notice period	<p>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.</p>
Pension	<p>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).</p>
Annual leave	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.</p> <p>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.</p>

How to Apply

Closing date	9am Thursday 27 February 2025
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Applications received after the stated closing date will not be considered.

Interview date **Wednesday 12 March 2025**

Shortlisted candidates will be notified in due course.

We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.

To apply

To apply, please submit the following documents available on the RCM jobs page

- Application Form
- Equal Opportunities Form

The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.

We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.

Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.

Alternative formats

If you need to receive our recruitment 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.

Interview process

Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

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 60 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 animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.

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, occasional recordings and livestreams 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.

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

Danny Holland
Audio Visual Production Manager
February 2025

