



Take the next step in your career at ArtsEd



WELCOME

Thank you for your interest in joining the team at ArtsEd, a uniquely vibrant and thriving organisation that provides world leading conservatoire training to:-

- Students on our BA and MA degree courses in Acting or Musical Theatre.
- Pupils at ArtsEd Day School, a co-educational school for 11–18 year olds that uniquely combines an excellent academic education alongside outstanding vocational training.

ArtsEd is an energetic, creative space in which highly talented young people are supported to achieve to the best of their abilities in both vocational and academic studies. Our mission is to create outstanding and contemporary young performers equipped for the constantly evolving demands of today's performing arts industry.

The positive and supportive environment here at ArtsEd is generated by the commitment and motivation of all of the staff, whether working directly with students or supporting the needs of the organisation as a whole. If you relish the opportunity to be part of a team creating the next generation of exceptionally confident and creative young performers, then we would love to hear from you.

Chris Hocking | Principal



BACKGROUND

ArtsEd was established nearly 100 years ago, originating from two schools, founded by Grace Cone and Olive Ripman, ground-breaking educational pioneers who believed passionately in the value of combining academic studies with a specialised training in dance, drama, music and art.

This philosophy has been at the heart of ArtsEd's development ever since and our staff are passionate about guiding and supporting students towards excellence in all their studies, preparing them for professional careers in the performing arts, both on and off stage.

ArtsEd is based in Chiswick, west London with excellent connections to the centre of town. We are just two minutes walk from Turnham Green Underground station, served by the District and Piccadilly lines, making exploring all that the city has to offer very straightforward. We are also very well served by buses, with Westfield White City just 10 minutes away.

WHAT DO WE OFFER?

The energy and passion at ArtsEd is tangible. We are a small, close-knit team, committed to supporting all of our students to achieve their best. We offer competitive salaries and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience, through internal and external programmes.

The health and wellbeing of our staff is a key focus and we have recently teamed up with Simply Health to offer a family-wide health plan that includes contributions towards:- :

- Dental and optical appointments
- A range of therapies and treatments including physiotherapy, chiropractic and podiatry
- Discounted gym membership, counselling services and health advice

In addition, staff are eligible for:-

- Childcare vouchers
- Cycle to Work Scheme,
- a 5% matched pension (after the relevant qualifying period)



GUIDANCE

Please read the person specification and job description carefully before starting your application and ensure that you meet all of the essential criteria. Only relevant information will be considered when shortlisting applicants for interview.

EQUAL OPPORTUNITIES

ArtsEd is committed to a comprehensive policy of equal opportunities. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

SAFEGUARDING

ArtsEd is committed to safeguarding and protecting the welfare of children. All successful candidates are expected to share this commitment, and will be subject to an enhanced DBS check.

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| Job Description | |
| Job Title: | Sound Technician |
| Department : | School of Acting |
| Reports to: | Head of Film and Television - School of Acting |
| Working Pattern: | Full time |
| Hours: | On average 40 hours per week, however flexibility will be required. |

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| Context |
| <p>The Arts Educational Schools have their origin in schools founded in 1919 by Grace Cone and in 1922 by Olive Ripman. The Arts Educational Schools has developed over the years and today our musical theatre training is recognised as the best in the UK. Our acting for film and TV training has been praised for its innovation and our day school is the highest-ranking performing arts school in the UK. The Arts Educational Schools is a professional conservatoire with two main divisions offering BA and practice-as-research based MA degrees in Acting and in Musical Theatre, all of which are validated by City, University of London. There are also a wide ranging programme of part time courses for all ages.</p> <p>Lord Andrew Lloyd Webber became President in 2007, following in the footsteps of Dame Alicia Markova and heralding an auspicious new era for ArtsEd.</p> <p>Culture</p> <p>ArtsEd School of Acting is an energised, proactive conservatoire. Diversity and Inclusion is intrinsic to all that we do at Arts Educational Schools and all that we are. We want everyone to be themselves and thrive. We strive towards a creative culture where students and staff are highly engaged and their individual contributions are celebrated. We aim to have a culture where the staff and students feel valued, supported and represented.</p> <p>This is an exciting time to be joining the ArtsEd School of Acting. In 2019 ArtsEd celebrates 100 years of conservatoire actor training and we will be looking to the future to ensure that ArtsEd acting students in Higher Education are not just industry-ready but also specialists who can enjoy composite careers with a multiplicity of transferable skills.</p> |

Purpose of the Role

This is an important appointment within the School of Acting. The person appointed must have a balance of professional skills in order to ensure that ArtsEd remains a leader in the world of professional Film & Television actor training. The post holder must understand the rigours of studio, location, video and audio engineering as well as maintaining the quality of the studio spaces and equipment. ArtsEd is looking for an experienced all-round sound technician to join our team. The role will encompass all areas of sound recording and post-production, as well as general technical support and will involve working alongside other industry professionals, acting tutors and students.

Primary Responsibilities:

- Location sound recording on BA Acting 3rd Year showreel scenes and original screenplays.
 - Audio post-production on the films including sound editing and design, ADR and Foley.
 - Acting as a studio sound engineer for radio and voice-over training and recording sessions.
- Location support for 2nd Year filming projects.

Secondary Duties:

- To assist in the delivery of practical equipment training for the students across BA Acting. This entails delivering a short test to students in the 3rd Year.
- Providing technical support for classroom activities. This will include setting up before the start of a class and securing equipment away at the end of the class. Ensuring the TV studio and Radio rooms are ready and in good order for tutors. Additionally, transporting and setting up equipment (Camera, TV's etc.) to studio rooms when necessary.

Note:

- This role will involve some early starts and late finishes during production periods for which punctuality will be crucial. It may also involve travel to locations in a crew mini bus.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the school.
- The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the school.
- ArtsEd is committed to the welfare and safeguarding of all students and pupils and expects all staff to share this commitment.
- All staff are expected to be professional, co-operative and flexible in line with the needs of the post and the school.

Person Specification

Required skills:

- Good knowledge of Pro Tools software.
- Good knowledge of location and studio sound equipment such as microphones, radio mics, field recorders and mixing desks.
- Experience of working as part of a film crew on location and in a post-production environment.

The ability to speak confidently to groups of students.

Additional desirable skills:

- Some knowledge of Adobe Creative Cloud software.
- Ability to create handouts using office software.
- Basic knowledge of camera and lighting equipment in order to assist with on-set queries.