

## Music Technician



### Role Description

---

**GRADE**

Grade 4

**LOCATION**

Merchiston, Edinburgh

**LINE MANAGER**

Faculty Technical  
Manager

**Role Summary**

To provide broad general technical support for activities associated with The Music subject group

**Line Management Responsibility for:**

This role does not have any line management responsibilities currently.



## Main Duties and Responsibilities

---

- To provide a comprehensive technical support service for staff and students in undergraduate, postgraduate, research and consultancy projects for the Music group.
- Organisation, development and demonstration of appropriate musical instruments, studio set-ups and associated equipment with reference to health and safety procedures (in particular risk assessments) as required.
- Responsibility for the installation, demonstration and maintenance of appropriate equipment, systems and software.
- Assisting with the planning and organising of resources for the running of the student service including general day to day maintenance; first line repairs of onsite studio kit and implementation of upgrades. Escalation of repairs as appropriate.
- General movement of equipment and materials, and receipt and recording of associated deliveries following correct procedures and processes in place. Providing recommendations, as appropriate, on the purchase of new equipment.
- Ensuring safe storage and security of studio equipment.
- Liaison with students; academic and technical staff to ensure availability and condition of studio equipment for classes/demonstrations/project work. Required to develop working relationships with Faculty members and external supplies.
- Provide technical support and administrative assistance with exhibitions and external events.  
Any other duties as may be required
- Role model the University's values & behaviours; Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



## PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

### Education / Qualifications

- |   |   |   |
|---|---|---|
| • HNC/HND in Music or an equivalent field / or extensive relevant experience in an appropriate field. | ✓ |   |
| • Degree in Music   |   | ✓ |

### Skills / Experience

- |   |   |   |
|---|---|---|
| • Extensive experience in the use and maintenance of musical instruments and of sound management and recording systems.             | ✓ |   |
| • Familiarity with studio environments and equipment set-ups.   | ✓ |   |
| • Excellent communication skills, both verbal and written.  | ✓ |   |
| • Excellent interpersonal, and organisational skills, with close attention to detail.   | ✓ |   |
| • The ability to relate well in a customer focused manner to students and staff   | ✓ |   |
| • IT capability: familiarity and use of subject related software (eg: Protools, Logic, Ableton) and of standard Office applications | ✓ |   |
| • Ability to work effectively as part of a team.  | ✓ |   |
| • Detailed understanding of sound balancing techniques.   | ✓ |   |
| • Experience of working in Higher Education.  |   | ✓ |
| • Experience of operating in a modern digital environment.  |   | ✓ |
| • High level of musical competence.   |   | ✓ |