



Digital Production Engineer

Start date: Monday 13th April

The School and the Senior Management Team are strongly supportive of Music and the Performing Arts and recognise the important role it plays in the intellectual and creative life of the whole School community.

To manage, design and implement all sound and recording requirements for the Music department throughout a busy annual co-curricular programme. This includes running the recording studio, managing and maintaining all equipment, recording and live streaming concerts, and to create high-quality marketing material to further promote the Department's online portfolio.

Job Purpose

To contribute to the strategic direction of the Music Department so that the department remains highly proficient in innovative music and editing technologies by advising on software and hardware, and training staff and students in musical technology skills.

To support the digital production needs of Drama, Dance and Productions.

To contribute to the editing proficiency of the Communications team through undertaking small projects and training the Communications team in relevant recording and editing software.

To support, as required, the digital production needs of the wider school community, including assemblies, chapel services and whole school events.

Hours

8:30 am – 5.00 pm (5 days per week, Term Time only), several evenings are required for performing arts events each month and this time is taken in lieu in agreement with the line manager.

Report to

Head of Music

Contacts

Headmaster
Head of Brentwood School of Music
Head of Communications
Deputy Head, Staffing, Operations and Co-Curricular
Chaplain
Director of Music (Prep School)

Department

Performing Arts

Key Responsibilities & Accountabilities

Music Department

- To rig, design and operate sound for an annual concert programme of over 70 performing arts concerts.
- To manage a recording studio, all recording equipment and all sound equipment across the school.
- To record, edit and produce concerts for online streaming, as agreed with the Head of Music.
- To live-stream whole school events as agreed with the Head of Music and Senior Leadership Team.
- To create regular, high-quality and innovative marketing material for the Music department to bolster a growing online portfolio of work.
- To encourage students to learn the skills of recording, musical technology and editing.
- To offer training to key staff across the school in the use of audio and visual editing software where relevant.
- To record, support and manage pupil recitals for Public examinations.
- To support the music department with the technical organisation of external concerts and international tours.
- To sustain an interest in music technology and run an enrichment option for students to learn recording & editing techniques.
- To facilitate student-led music-making through allowing them to record and promote their own work.

Drama, Dance and Productions

- To support the digital production needed in Drama and Dance lessons, particularly in relation to exam classes.
- To support the Performing Arts Technical Manager in rigging, designing and operating sound for Performing Arts events, as agreed with the Heads of Music, Dance, and Drama.

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Communications

- To support the communications department with video marketing material to promote the school.
- To train staff in high-level proficiency in editing software.

Whole School

- To support, as needed, the digital production needs of Assemblies, Chapel Services and Whole school events, as directed by SLT.

Personal Specification

- Sound knowledge of Music Technology and its application, including advanced knowledge of Logic Pro and Adobe editing software.
- Knowledge of recording equipment, microphones, recording techniques and enthusiasm for producing high-quality recordings is essential.
- Ability to set up and operate live sound systems, to mix live music in a multi-genre platform and to adapt to a variety of performance venues.
- An ability to be proactive, to initiate, innovate, plan, organise and communicate.
- Have an approach to work and collaborating with others that is flexible and enthusiastic.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Brentwood School of Music, Florian Cooper, and Head of Music, Chris O’Leary

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