

JOB DESCRIPTION

Job Title:	Senior Technician (Music)
Ref No:	ACI196
Campus:	Middlesex College of Minzu University China, Hainan Campus
Grade:	Grade 6
Starting Salary:	£34,132 per annum exclusive of Outer London Weighting rising to £39,355 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	3 Year Fixed Term Contract
Reporting to:	Joint Institute Dean, Middlesex College of Minzu University China
Reporting to Job Holder:	N/A

Context

Middlesex College of Minzu University of China ("the Joint Institute") is a non-independent international joint-venture learning institution established by Minzu University of China in collaboration with Middlesex University London, UK. The Joint Institute is located in the Hainan Li'an International Education Innovation Pilot Zone and falls under the jurisdiction of Minzu University of China. The total enrolment of the Joint Institute is estimated at 1,080 students per year by 2027/28.

The Joint Institute offers four undergraduate programmes that are all recognised as national first-class undergraduate programmes including Dance Performance, Music, Visual Communication Design (Graphic Design), and Fashion Design, as well as a Master's programme in Visual Communication Design (Graphic Design).

Leveraging the high-quality resources of both universities, the Joint Institute aims to cultivate international, high-level, and application-oriented talents with entrepreneurial ability. These talents are prepared to adapt to the development of national culture and art, economic and cultural construction, and meet the demands of constructing a free trade port with distinctive Chinese characteristics.

Job Purpose

To provide technical expertise, guidance, and specialised support in Music and Music Production across a range of facilities, including recording studios, rehearsal spaces, post-production suites, and live performance environments. The postholder will work with a high degree of autonomy to deliver technical inductions, demonstrations, and hands-on workshops that directly support teaching, learning, and research activities at undergraduate and postgraduate levels.

They will take a lead role in the day-to-day running and efficient operation of the Music and Music Production facilities, contributing to student learning through specialist input aligned with academic outcomes. The role also includes collaborative work with staff and students from other creative disciplines such as Fashion, Dance, and Visual Communication to enable interdisciplinary learning and production. The postholder will be instrumental in ensuring that students gain the technical and creative skills necessary for success in their studies and future careers.

Main Responsibilities

Technical Support & Studio Management:

- Oversee the day-to-day operation of music studios, recording suites, rehearsal rooms, and digital workstations to ensure optimal functionality and availability
- Maintain and troubleshoot audio systems including professional Digital Audio Workstation (DAWs, Logic Pro X, Pro Tools, Ableton Live), studio consoles, patch bays, outboard gear, microphones, and speaker systems
- Ensure accurate audio signal flow and equipment patching in both analogue and digital environments
- Monitor and manage studio bookings using scheduling software, ensuring efficient resource allocation and access for students and staff
- Support the calibration and upkeep of equipment, liaising with internal or external specialists as required

Workshop Delivery, Teaching Support & Learning Enhancement:

- Design and deliver practical technical inductions and workshops aligned with module outcomes, including:
 - Microphone techniques and audio capture
 - Editing, mixing, mastering and sound design workflows
 - Audio post-production for film and multimedia
 - Music production across genres and platforms
- Provide individual and small-group technical tuition, drop-in support, and real-time assistance during module delivery
- Mentor students in studio environments and performance contexts, providing constructive feedback on technical execution
- Collaborate with academic staff to integrate technical expertise into curriculum development and academic planning
- Represent technical services in course committees and planning forums to ensure alignment of technical capacity and programme requirements

Cross-Programme and Interdisciplinary Collaboration:

- Support projects and live assessments across disciplines (e.g., sound for Fashion shows, Dance performances, or Visual Communication installations)
- Facilitate interdisciplinary technical collaborations, including audio visual (AV) production and live performance documentation

Facilities Management, Procurement & Resource Coordination:

- Coordinate resource availability and maintenance, including inventory checks, procurement of consumables, and hardware/software upgrades
- Lead on specifying and sourcing technical equipment to support evolving curriculum and research demands
- Monitor and manage the budget for technical resources in collaboration with senior technical and academic leads
- Co-ordinate activities of junior technical staff and casual workers as required, ensuring service continuity and shared standards

Health and Safety Compliance:

- Lead the delivery of Health & Safety (H&S) inductions and safe-use briefings for all music and sound-related facilities
- Maintain accurate records for risk assessments, Control of Substances Hazardous to Health (COSHH) and machinery/equipment logs
- Ensure adherence to institutional health and safety policy and proactively contribute to internal audits and reviews

Customer Service & Technical Guidance:

- Resolve complex technical queries for students and staff, including urgent studio-related challenges or specialist production workflows
- Provide advice to students on how to link their conceptual ideas with suitable technical realisation, ensuring feasibility and creative ambition are balanced

Project Development and Innovation:

- Design and lead technical projects that enhance the studio infrastructure or support research/teaching innovation
- Test and evaluate new audio technologies and workflows to recommend improvements in facilities and delivery
- Contribute to the development of technical documentation, user guides, and instructional media for students and colleagues

Professional Development and Mentorship:

- Maintain up-to-date specialist knowledge of music production technologies, software, and teaching methodologies
- Mentor junior technicians and share expertise to build capacity within the team
- Participate in staff development initiatives and contribute to internal training as a subject-matter expert

International & Cross-Cultural Adaptability (Hainan or international context specific):

- Work effectively with bilingual colleagues and a culturally diverse student body
- Demonstrate flexibility and cultural sensitivity in adapting processes to local educational and operational contexts
- Support staff and student onboarding into international systems (e.g., MDX platforms), especially for those unfamiliar with UK-style academic delivery

Additionally:

- Carry out any other duties as commensurate with the level of the post

PERSON SPECIFICATION

Job Title: Senior Technician (Music)

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Education/Qualifications

Essential:

- Educated to degree level in a relevant technical subject, or considerable relevant experience in a technical role demonstrating graduate equivalent skills

Desirable:

- A postgraduate or professional qualification in a relevant technical discipline

Knowledge, Skills and Experience

Essential:

- Advanced practical knowledge of technical discipline with a high level of formal training and/or wide experience of practical work situations
- Professional experience in music production, studio operation, or technical theatre sound
- Demonstrable proficiency with Digital Audio Workstation (DAWs) such as Logic Pro X, Pro Tools, and Ableton Live
- Experience in recording, editing, and mixing audio for performance and digital output

Desirable:

- Experience working internationally or with bilingual institutions

Teaching

Essential:

- Proven ability to deliver effective technical inductions and workshops within a teaching context, demonstrating an understanding of good professional practice in learning and teaching
- Commitment to providing a high quality experience for learners

Desirable:

- Experience working internationally or with bilingual institutions
- Experience in education or training, with an understanding of university teaching, assessment, and working across subject areas

Working with Others

Essential:

- Proven ability to work collaboratively with technical, academic, and professional colleagues to support high-quality student experiences and outcomes
- Strong organisational skills and clear, effective communication across teams and with students
- Engagement with current practice base or knowledge base of discipline

Health and Safety

Essential:

- Knowledge of health and safety requirements for music production environments
- An understanding of relevant policies, processes and legislation, including knowledge of health and safety legislation

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

Benefits:

- **Leave:** 30 days per year pro rata
- **Pension:** You will be automatically enrolled into the Local Government Pension Scheme, subject to terms and conditions. You can opt out of the scheme at any time, once you have become an active member.
- **Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties / location of this post and the role of the post-holder may be changed after consultation
- **Accommodation:** The University shall provide suitable accommodation in reasonable proximity to the campus for the duration of the appointment
- **Visa Support:** Middlesex University shall pay for relevant agency support in relation to your application for a visa; visas and other paperwork can be claimed via expenses
- **Insurance:** Middlesex University shall provide relevant health and commercial insurance cover for staff for the duration of their assignment in China
- **Flights & Travel Arrangements:** Annual return flight to agreed home destination for appointments exceeding 12 months
- Paid travel at the start and end of appointments in line with the university's Travel policy
- Airport pick up in China shall be paid for by Middlesex University
- Staff shall also be entitled to the available PRC public holidays currently 13 days per year. The arrangements for public holidays and additional PRC designated non-working days are in line with Chinese regulations and practice. To benefit from these holidays and designated non-working days, staff will be required to work additional days, including Saturdays and Sundays.

Successful applicants will be responsible for managing their own personal tax.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students

Any offer of employment for this role is conditional upon satisfactory clearance from DBS and obtaining a satisfactory basic DBS certificate, or equivalent check. Satisfactory basic clearance is required in order to obtain a visa and/or work permit to lawfully work in Hainan, China.

What Happens Next?

If you wish to discuss the job in further detail, please contact Daniel Sosnowski, Head of Technical and Teaching resources, via email at d.sosnowski@mdx.ac.uk.