



iSingPOP Production Support Assistant Job Description

Date: February 2019
Position: Production Support Assistant
Responsible to: Technical Manager
Work location: iSingPOP Head Office and “On Location”

Role

iSingPOP is part of Innervation Trust, a Christian charity that creates and develops music, artists and projects to bring today's young people a message of hope. iSingPOP is a primary school singing and recording project that aims to bring school, church and community together through music.

The project includes 3 days in school learning 7 songs that focus on Christian values, sharing with the children the Christian message linked to the songs, 1 day with a mobile recording studio to record the children singing and to produce their own church/school CD and 1 day with up to 2 concerts, usually the following week, to celebrate the achievements of the children, school and church and to bring the whole community together. This is a wonderful opportunity to reach the local community and profile any events, activities, courses, support groups the church currently offers.

We are looking to recruit a Production Support Assistant with a gifting in recording and front of house sound, along with technical support, who have a passionate faith and can deliver a first-class project. The successful candidate will need to have excellent communication skills and good IT skills.

The main job of the Production Support Assistant is to work alongside the Production Manager to make sure the project runs efficiently and professionally from a technical perspective.

There will be opportunities for driven and passionate workers to progress within the Trust.

Specific Responsibilities

- To attend the school on the recording day with a mobile recording kit and record the children singing the songs
- To mix and master the CD within 5 days of the recording session and send it to the Production Manager

- To collect concert equipment prior to the concert date which will be supplied by a third party
- To complete the provided Risk Assessment Form on the Project Leaders iPad on arrival at the concert location
- To rig and set-up all the PA and lighting equipment for two concerts and de-rig at the end of the concerts
- To return concert equipment within an agreed timescale
- To ensure iSingPOP has a strong and positive social media presence which is regularly updated
- To provide IT and other technical support to the wider iSingPOP team as required
- To provide merchandise sales support at concerts as required
- To cultivate excellent relationships with staff, church representatives and parents during the recording and concerts
- To use the company's online database (training will be given) working to the relevant deadlines as detailed on the system
- To take care of equipment provided and report any issues in a timely manner
- To attend team meetings and training days as required (max 4 per year)
- To attend prayer days (max 4 per year)
- To ensure DBS is up to date in liaison with Head Office and to strictly adhere to the Child Protection Policy of both schools and Innervation Trust
- To have a valid driving licence and own transport

Requirements of the Position

The Production Support Assistant requires a positive and confident nature, able to liaise with the Project Leaders and the Production Manager. The role requires the Production Support Assistant to be professional, approachable, with a pleasant and friendly manner. The work is very varied and diverse and the person will need to be flexible, amenable and adaptable.

The Production Support Assistant will be required to manage their own workload. The individual would be able to prioritise workflow and assure timely completion of assignments with accuracy and attention to detail. At times, the position will be pressurised.

The Production Support Assistant will be willing to work as part of the iSingPOP team. This will require them, on occasions, to undertake tasks not specific to their role, but in support of the overall mission of the organisation. This will mean being fully involved in regular and occasional training, prayer dates and team days.

Person Specification

Skills & Abilities

- Ideally confident in using Logic Pro for recording and concerts
- Confident in setting up a mobile recording studio in school
- Ability to work effectively and safely when rigging and de-rigging
- Ability to work within the agreed timetable and schedules
- Ability to proactively build strong, healthy relationships with children and staff
- Confident at public speaking to children as well as adults
- A team player who is able to enthuse and inspire others about the project
- Self-motivated and able to work, where appropriate, on their own
- Able to plan and organise own work
- Good IT and social media skills
- Good administrative skills

Relevant Experience

- Experience of working in concert environment
- Experience of rigging and de-rigging PA and lights
- Experience of Recording, Mixing and Mastering in logic or compatible recording software
- Understanding of safe guarding issues

Other Requirements

- Serve God with a servant heart
- Behave in a matter which is courteous, professional and honouring to God whilst at work and during your own time
- Able to manage behavior in a fun-filled and engaging way
- Able to own and share the vision, aims and values of iSingPOP with a wide variety of people
- Refrain from pursuing or promoting competing or similar ministry activities which would have a detrimental effect on any part of Innervation's work
- Dress appropriately and adhere to company's risk assessment and PPE Equipment
- Willing to work unsocial hours when required
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm
- Be confidential, loyal and discrete

Remuneration

Salary TBC depending on age and experience. Full time or part time considered (min. 4 days per week). Term time only.

This post is subject to an Occupational Requirement under the Equality Act 2010.

The post holder must be able to reflect, lead, and participate in, the core Christian ethos and context of the organisation

The position is subject to an appropriate level of DBS disclosure.