**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Studio Technical Assistant for London Noise Records (LCM2) |
| **Organisation** | London College of Music |
| **Line manager who the intern will report to** | Dan Pratt |
| **Is this role hybrid working or permanently onsite at your company?** | Permanently onsite |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Technical Assistant (Mixing & Mastering) required to mix and master UWL student recordings to commercial release standard on behalf of the London College of Music’s in-house record label London Noise. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of creative aspects of the music business.  Working from UWL’s studios in Ealing, the post holder will provide mixing and mastering services to UWL student and graduate artists. This will include organising and managing project files, setting up and configuring studio hardware and software and delivering final mixes to the record label.  The post holder will work closely with LCM’s artists and academic staff throughout the process to ensure each project is completed on time and to the required technical specifications.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| The successful candidate will gain key skills in the following areas:   * Analogue recording studio operation * Organising and managing digital assets on behalf of the artist and University record label * Hardware and software-based mixing to a high standard * Software-based mastering for commercial release * Digital delivery formats and standards * Inter-personal skills in dealing with artists in a creative, collaborative context. |

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| **Key areas of responsibility** |
| * Liaising with student artists, booking and organising studio mixing sessions * Acting as mix engineer in UWL’s recording studios. * Working closely with London Noise Records staff to coordinate mixing projects to an agreed release schedule. * Managing digital assets on behalf of student artists and London Noise Records |

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| **Skills/knowledge that would be desirable** |
| * Experience of hybrid (hardware and software) mixing * Experience of hybrid (hardware and software) mastering * Ability to work with artists in a producer role, offering creative guidance and advice to develop student artists * Good planning and organisational skills with Microsoft 365 (Teams, Outlook, Excel Etc.) |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024