**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Studio Technical Coordinator for Townshend Studio (LCM1) |
| **Organisation** | London College of Music |
| **Line manager who the intern will report to** | Greg Smith |
| **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 Project Coordinator required to help with the day-to-day management of The Townshend Studio in Ealing, and to develop a social media presence for the studio. |

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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 aspects of the business.To provide technical and curriculum support, demonstration and supervision for the technical facilities, equipment for UWL’s The Townshend Studio. This includes the set-up, maintenance of resources and equipment, and the provision of technical assistance to students and academic staff. The post holder will work as part of a team to enable the effective operation and delivery of technical support and services in UWL’s The Townshend Studio, and to actively promote the services and cross-disciplinary working.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:* Video capture and editing
* Coordinating a social media campaign
* Event planning and organisation
* Project management
* Inter-personal skills
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| **Key areas of responsibility** |
| * Building and maintaining social media channels for The Townshend Studio
* Giving technical demonstrations of vintage audio instruments and equipment
* Capturing and editing audio and video content for The Townshend Studio
* Generating and distributing marketing copy and project communications
* Day-to-day project coordination and event planning
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| **Skills/knowledge that would be desirable** |
| * Understanding of analogue and digital synthesis
* Experience with basic video camera operation.
* Basic video editing
* Creating and maintaining social media channels and their content
* 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