



Include Choir IT Technician

(1 x 2.5 hour session per week plus additional hours as required)

Include.org is a charity breaking down barriers for people with communication needs. We believe that creativity, laughter and (occasionally) cake are great ways to increase awareness of communication needs and the tools we can all use to help include people who find understanding and / or speaking difficult.

The beating heart of Include.org is The Include Choir, an inclusive communication choir for adults with and without learning disabilities and autism. The Include Choir rehearses at Hatchlands Primary School in Redhill, Surrey 7.30-9pm on Wednesday evenings.

Job Description

We are looking for a technician to help us set up and maintain the necessary tech equipment to enable us run The Include Choir remotely via Zoom simultaneously with live rehearsals, providing the best experience for both remote and live participants. Ensuring both sound and visual quality and access to powerpoints / visual supports and sign song-sheets.

There are additional IT needs within the choir sessions themselves, including wi-fi troubleshooting and Google drive access, and assistance, as needed, with all tech equipment including microphones, speakers, ipads, video cameras etc.

The technician will be required from 6.45 to 9.15pm every Wednesday at Hatchlands school. You will be expected to work alongside the choir directors, musicians, volunteers, staff and members as needed while setting up the sessions. You may occasionally be asked to assist at events or provide advice / training outside of the sessions (for which a separate hourly rate will apply).

Person Spec:

ESSENTIAL:

- Excellent organisational and time keeping skills
- In depth knowledge of Zoom, including how to maximise for the use in music-making
- Knowledge of setting up and troubleshooting wifi issues
- Reliable and takes pride in work well done
- Ability to work to a set timeframe and manage a number of tasks
- A friendly and flexible disposition, and able to work alongside staff, volunteers and members with different abilities
- Good communication skills: able to give clear verbal and (if necessary) written instructions
- Understand and support the concept of inclusion

- Flexible approach to working and willingness to offer time to problem-solve within and outside of choir sessions
- A creative approach to problem solving and a 'can be done' attitude
- Understand the importance of confidentiality and data protection
- Good communication skills – able to liaise with and update team remotely as well as in sessions and
- Be a fully committed member of a dynamic remote team -happy to support as and where needed.

DESIRABLE:

- Experience using digital music making equipment (microphones/ PAs etc)
- Basic musical knowledge
- Knowledge of using ipad apps in music making (eg GarageBand / itunes / ThumbJam)
- Willingness to master a Skoog (digital iPad based instrument for people with physical disabilities)
- Willingness to learn to use ipad communication apps eg Pictello
- Willingness to support volunteers with learning disabilities to learn new technical skills (with support from senior staff)
- Willingness to teach choir directors new skills to improve efficiency / range of music making opportunities for people with communication needs.
- Experience of video recording / editing
- Knowledge of video / music use on social media platforms and ideas for how to use Include Choir footage to revitalise content and increase awareness of charity

DUTIES:

The following is not an exhaustive list, but gives an idea of what can be expected:

- Set up laptops, cameras and microphones for Zoom music sessions each week
- Ensure wifi is connected and working – both for Zoom sessions but also to facilitate connection to google drive for data inputting
- Be on hand to troubleshoot issues as they arise
- Train volunteer(s) so there are back-up technical skills in the organisation
- Help sync multiple ipads so backing tracks are consistently available for team members
- Help maximise use of iPads for different purposes in sessions
- Help with powerpoint set up as needed and where possible, integrate slide sharing in Zoom sessions
- Help learn to use a Skoog and assist volunteers in supporting choir members to engage in music-making
- Help create clear instructions (written or video) for setting up equipment to help facilitate involvement of volunteers and /for members with learning disabilities
- Assist at external events when needed / possible
- Assist with video recording / uploading
- Be a representative for Include.org

OTHER INFORMATION

The session rate is £25-£35.00, dependent on experience.

Additional Tech Support hours will be paid at a rate of £10 per hour, dependent on submission of a description of the task. Tasks will be agreed in advance with senior staff members or Trustees. This contract is for 2 months in the first instance, with the aim of extending the contract if possible. The start date is as soon as possible.

This is a freelance position, so you will be responsible for your own tax/NI contributions.

Fees will be payable on receipt of an invoice and log of hours at the end of the month, unless alternative arrangements are agreed in writing with the Board of Trustees.

IF YOU ARE INTERESTED

Please spend some time on our website <https://include.org> and Youtube channel <https://www.youtube.com/c/IncludeTube>, getting to know **Include** and the work we do.

To apply, please send a covering letter/email to info@include.org outlining **why you would like to join us, your experience** and **how you fit the person specification**. This should be accompanied by an up-to-date CV.

To find out more about the role, or if you have any queries, please email Alix Lewer at Alix.Lewer@include.org or call 07446 897835 for an informal chat

Closing Date: 5pm 21st January 2022 **Interviews:** Week Commencing: 24th January