



Position Description

Position: Audio Recording Supervisor	Position Number: 441401
Department: Fine & Performing Arts	FLSA: Exempt
Reports to: Dean of Fine & Performing Arts	Salary Range: 13

Summary

Under the general direction of the dean of fine and performing arts, the position of audio recording supervisor serves in the capacity of lead technician in the district's recording arts studio and performs a variety of services that support the recording arts instructional program.

Essential Duties and Responsibilities

- Assist faculty with assessing student performance and skill level for entrance into recording arts program.
- Assist faculty with teaching students recording studio protocols.
- Manage the recording arts facility rentals: book studio, organize session assistants, assist with billing.
- Facilitate multi-media needs for the campus: Develop CDs, DVDs, and multi-media presentations. Provide audio, video and computer connectivity.
- Maintain up-to-date information about the recording arts industry to provide to students and clients.
- Serve as the supervisor of the recording arts studio for both the institutional program and for clients using the facility.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of modern supervision practices.
- Knowledge of cross platform computer operations.
- Knowledge of a wide array of audio and video software.
- Knowledge of any and all audio and video recording equipment and computers.
- Knowledge of post production methodologies.
- Knowledge of studio operations and session procedures.
- Knowledge of health and safety rules in an audio recording setting.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Create and/or modification of Administrative Regulations and Board Policy.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.



Position Description

- Coach and manage assigned staff.
- Appraise scope of recording projects.

Physical Abilities

- Incumbent must be able to function indoors in a studio or outdoor environment engaged in work of a moderately active nature.
- Requires the ability to maintain cardiovascular fitness in order to engage in physical labor.
- Requires near and far visual acuity including color vision, to write, to read printed material and computer screens, solder and otherwise troubleshoot and repair equipment, and to transport equipment.
- Requires hearing and speech for ordinary and telephonic conversation, to hear sound prompts from equipment, and to evaluate sound quality and proper acoustics of public address systems.
- Requires hand-eye coordination and manual and finger dexterity to solder and otherwise troubleshoot and repair equipment.
Requires the ability to lift (from overhead, waist, and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, stoop, bend, kneel, squat, crawl, sit, twist, turn, and climb and balance in order to install and locate cabling and electronic equipment.

Education and Experience

- Possession of an associate's degree in music, audio/video engineering experience, and at least 10 years professional experience in the entertainment industry.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.