



## POSITION DESCRIPTION

Recording Specialist

**Position** .....Recording Specialist  
**Department/Site**.....Visual and Performing Arts  
**FLSA**.....Non-Exempt  
**Evaluated by** .....Audio Recording Supervisor  
**Salary Range** .....44

### **Summary**

Provides recording engineering and technology expertise for music and performing arts departments and other units as required. Operates integrated recording equipment to record music, dialog, or sound effects of recording sessions, radio broadcasts, television shows, training courses, or conferences. Oversees the maintenance of the university's music studio and associated equipment

### **Essential Duties and Responsibilities**

- Sets up and records live music concerts, recitals, special studio recording sessions, and live audio broadcasts using digital audio editing, multimedia, and audio compact disc mastering hardware and software.
- Sets up recording studios to support curriculum. May deliver specific instruction modules in area of specialty and in support of faculty.
- Repairs and maintains audio-visual equipment for the unit, including electronic recording studio facilities, or other university special projects.
- Determines equipment needs and makes appropriate purchases. Installs or supervises the installation of audio-visual and recording equipment.
- Administers and monitors unit budget; makes recommendations for adjustments as required.
- Remains current in multiple technical fields, including multimedia, computer-based training, video, electronic music, and other computer applications.
- Oversees, trains, assigns, prioritizes and performs quality reviews of setups done by lower-level staff and/or student employees.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge and Skills**

- Requires in-depth technical knowledge of the operational principles for multi-media presentation and audio-visual equipment, including connectivity.
- Requires in-depth knowledge of audio systems software, hardware, and analysis techniques.
- Requires in-depth knowledge of the use and repair of all devices and equipment used in media production.
- Requires technical knowledge of electronics principles and troubleshooting techniques.
- Requires basic knowledge of telecommunications and mass communication principles.
- Requires knowledge of common computer applications for office productivity such as word processing, spreadsheets, and presentation graphics and specialized programs for voice reproduction.
- Requires knowledge of safety work methods.
- Requires sufficient writing skill to document equipment instructions.
- Requires sufficient human relations skill to explain technical details to a variety of people, conduct one-on-one training, and provide customer service.



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#### **- Abilities**

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to install, diagnose, repair, and maintain various types of audio/visual and electronic multimedia equipment.
- Requires the ability to set up, calibrate and operate studio recording equipment.
- Requires the ability to monitor and/or maintain quality control standards.
- Requires the ability to utilize advanced audio and/or video recording, mastering and editing techniques.
- Requires the ability to install, maintain and repair electronic recording studio equipment and facilities.
- Requires the ability to gather data, compile information, and prepare reports.
- Must be able to plan and prioritize projects to meet required schedules and timelines.
- Requires the specific ability to work with faculty, supporting their efforts in the delivery of hands-on instruction using a full range of electronic equipment.
- Requires the ability to oversee and train staff.
- Requires the ability to work varying schedules.

#### **Physical Abilities**

- Incumbent must be able to function indoors in an office/shop environment or outdoors 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**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of commercial audio recording experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of commercial audio recording experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.