



## POSITION DESCRIPTION

Audio Recording Supervisor

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**Position** ..... Audio Recording Supervisor  
**Department/Site** ..... Visual and Performing Arts  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Visual and Performing Arts  
**Salary Range** ..... 13

### **Summary**

Under the general direction of the Dean of Visual and Performing Arts, the 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**

- Assists faculty with assessing student performance and skill level for entrance into recording arts program.
- Assists faculty with teaching students recording studio protocols.
- Manages the recording arts facility rentals: books studio, organizes session assistants, assists with billing.
- Facilitates multi-media needs for the campus: Develops CDs, DVDs, and multi-media presentations. Provides audio, video and computer connectivity.
- Maintains up-to-date information about the recording arts industry to provide to students and clients.
- Serves as the supervisor of the recording arts studio for both the institutional program and for clients using the facility.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- 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.
- Ability to appraise scope of recording projects.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.



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- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

### **Education and Experience**

- Possession of an associate degree (or the completion of sixty (60) semester college units) in music, or a related field, and 10 years of professional experience in the entertainment industry.