



## JOB INFORMATION

|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| Job Code                                                 | AB40                        |
| Job Description Title                                    | Recording Audio Engineer    |
| Pay Grade                                                | MC10                        |
| Range Minimum                                            | \$58,940                    |
| 33rd %                                                   | \$72,700                    |
| Range Midpoint                                           | \$79,570                    |
| 67th %                                                   | \$86,450                    |
| Range Maximum                                            | \$100,200                   |
| Exemption Status                                         | Exempt                      |
| Organizational use restricted to the following divisions | 134 College of Liberal Arts |
| Approved Date:                                           | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited                                  | 11/10/2022                  |

## JOB FAMILY AND FUNCTION

|               |                                         |
|---------------|-----------------------------------------|
| Job Family:   | Marketing, Communications, & Multimedia |
| Job Function: | Media Services                          |

## JOB SUMMARY

The Recording Audio Engineer operates and oversees a large format recording studio that serves the academic needs of the Music Department and be available to the public as a commercial business.

## RESPONSIBILITIES

- Assists and consults with audio and video gear selection, installation, and provides all necessary studio maintenance and upgrades of the control room, live rooms, and isolation booths.
- Conducts recording sessions for students, faculty, and external clients to include sessions ranging from large ensembles to solo artists, in genres ranging from classical to pop.
- Provides post-production services including mixing, mastering, and associated audio production services.
- Oversees studio operations and additional recording staff.
- May teach one Audio Engineering course per semester pending review and approval of teaching qualification per the Southern Association of Colleges and Schools Commission on Colleges and other accreditation criteria.
- Manages recording studio data.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                                                                                                                                                                                                          |     | Years of Experience | Focus of Experience                                                                                                                                                                                                                                                                                                                   |  |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| High School Diploma or GED | High school diploma required. For positions that include instructional responsibilities, 18 credit hours of graduate-level coursework in the discipline or equivalent demonstrated professional experience will be required | and | 5 years of          | Significant experience recording, mixing, and mastering in an established recording studio setting, resulting in recording credits with significant and/or nationally recognized studios, artists, and/or producers. Experience participating in the business aspects of a professional studio and overseeing technical support staff |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                              |  |
|--------------------------------------------------------------|--|
| Knowledge of maintaining and repairing gear and equipment.   |  |
| Knowledge of engineering in a professional recording studio. |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                                                 | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------------------------------------------------------|------------|------------------|--|
|                         | ProTools Certification (Avid, Dante Certification Level I or Higher- Audinate) |            | Desired          |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        | X            |            |            |
| Extreme heat      |       |        | X            |            |            |
| Humidity          |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically.