



AUDIO TECHNICIAN

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Non-Exempt | Technical/Paraprofessional | PEU Local 1 | 57 | 07/01/2017 | Classified | 1 of 2 |

DEFINITION

To plan, implement, and supervise the technical activities of a multi-track recording facility; to design and construct audio production equipment/facilities as needed; and to provide audio recording services for the instructional program and/or campus location.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, develops, and supervises the technical activities of a multi-track recording facility.
- Produces and assists in the production of various recorded instructional materials.
- Schedules all audio recording projects; and engineers for basic track recording, overdub, and mixdown sessions.
- Provides technical assistance or information to faculty, students, and staff on matters regarding audio recording or sound reinforcement.
- Maintains technical records and catalog of various recorded materials.
- Writes specifications for new equipment or facilities; orders parts and supplies; constructs, fabricates or installs materials and facilities.
- Provides creative assistance and technical expertise in the pre-production planning of theatrical and dance productions, gymnastic routines, and various other instructional projects.
- Troubleshoots audio systems; performs mechanical maintenance and electronic alignment on a variety of audio/recording equipment.
- Transcribes analog source materials for instructors and librarians to various digital formats.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of a multi-track mixing and recording studio.
- Microphone design and placement techniques.
- Music theory and composition.
- Principles, methods, materials, and equipment used in the operation, maintenance, design, and installation of audio systems.
- Use and application of signal processing devices such as reverberation devices, digital delay lines, compressor/limiters, equalizers, and noise reduction devices.
- All widely-used digital recording software, computer hardware, and audio interfaces used to acquire and play audio.

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- Basic electronics, acoustics, and mechanics of hearing.
- Audio patchbay layout and wiring.
- Principles and techniques of sound reinforcement.
- Recording studio production practices and procedures.
- Copyright and Fair Use Laws.

Skill/Ability to:

- Operate a multi-channel recording console, multi-track recorder, and related outboard equipment.
- Edit and assemble audio program on a digital audio workstation.
- Organize and plan various types of recording projects.
- Perform electronic, mechanical, and maintenance alignment of recording equipment and use test equipment utilized in such procedures.
- Plan, design, fabricate and/or construct new recording/audio systems.
- Operate various power and hand tools.
- Tune various stringed musical instruments, synthesizers, and drums.
- Operate a variety of audio-visual equipment and sound reinforcement systems.
- Troubleshoot and repair audio systems.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of experience in the operation and supervision of a multi-track recording studio or equivalent audio system.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college or trade school with a major in electronics or related studies such as broadcasting, or the equivalent.

Adopted: 07/01/17