AUBURN
Human Resources

Recording Audio Engineer

Job Description

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 to 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.