Position Description

**Title:** Assistant Audio Engineer  
**Department:** Recording & Distance Learning  
**Reports to:** Department Director & Chief Recording Engineer  
**Internal Contacts:** Recording & Distance Learning Staff; Production Staff; Students, Faculty; Visiting Artists; Administrative Staff; Pre-college Division, Work study student workers  

**External Contacts:** Vendors; Recording Clients; Freelance Audio Engineers; University engineering and networking departments; Technicians; Production Assistants; General Public  

**DOMAINS:**  

**RECORDING ACTIVITIES:**  
- Record “Live” institutional performances and private recording sessions of classical & jazz music. Execution of all aspects of the recording process: information gathering (repertoire, instrumentation, stage set-up, extra needs); planning (microphone needs, console set-up), installation, problem resolution, recording, and editing, (e.g., student recitals; faculty concerts; orchestra concerts; chamber groups; jazz orchestras & combos; master classes & special events). Includes some video recording of student recitals.  
- Assist full-time and part-time staff engineers with their recording responsibilities and projects when required.  
- Work in team environment for large-ensemble performances (e.g., jazz ensembles, musical theatre.)  
- Guide and train work-study students, in coordination with studio coordinator and other engineers.  

**DISTANCE LEARNING AUDIO:**  
- Provide audio engineering services for “live” videoconference or web cast events including mixing, technical assistance, or production set-up/breakdown.  
- Plan and implement audio needs for distance learning events under supervision of department director—Involves local sound pickup, collaboration with remote-side engineers before and during connections/sound-checks, and local FOH sound design.  
- Communicate with partner institution audio engineers on planning and execution of audio parameters and testing processes for distance learning programs.  
- Assist in audio engineering beta testing and/or troubleshooting for telepresence audio technology.  

**EDITING & DUPLICATION SERVICES:**  
- Execute daily “Top and tail” editing, copying, and labeling of student recitals and institutional events.  
- Perform Post-production editing sessions of recorded material with students and faculty.  
- Complete duplication work orders including transfers from various media formats.  

**AUDIO SUPPORT SERVICES:**  
- Execute audio support services (sound reinforcement) for institutional events as needed, including lectern mics, wireless lavaliers, and panel discussion miking. Assist senior engineer in FOH mixing, sound effects prep and playback, and/or wireless mic tech, for Musical Theatre productions.  

**CLASSROOM STEREOS:**  
- Perform regular maintenance/inventory check of all classroom stereo systems and submit classroom stereo report for monthly staff meetings.  
- Prompt response to requests for system maintenance: Provide immediate communication with faculty and staff with respect to status and time frame of repair or replacement.
• Perform initial troubleshooting whenever possible. Diagnose discrepancies or refer to maintenance engineer and chief recording engineer as necessary.
• Provide list of equipment, tools, and supplies needed to keep classroom stereo inventory up to date. Execute Internet research on pricing, as requested.
• Some knowledge of legacy consumer audio systems preferred. (E.g., phono cartridges, turntables, cassettes)

GENERAL STUDIO DUTIES:
• Attend monthly departmental meetings; prepare written report on classroom stereo maintenance; and periodic control room meetings.
• Attend interdepartmental production and planning meetings, as requested.
• Maintain studio organization; Answer studio telephone/email regularly; take messages for studio personnel.
• Use studio policies and procedures for formatting and documenting all recorded materials.
• Train work-study students to format and document all recorded materials according to policy.

WORK QUALIFICATIONS:
• Bachelor’s degree or equivalent in audio engineering or a closely related field and/or 2-3 years experience.
• Knowledge of Classical and Jazz music. Ability to read musical scores required.
• Knowledge of stereo and multi-mic techniques.
• Experience with digital consoles.
• Familiarity with signal processing, signal flow, and proper gain structure.
• Solid understanding of basic electronics and digital technology.
• Hands-on experience with a professional-level DAW (e.g., Steinberg Nuendo/Cubase, Pyramix, or ProTools).
• Knowledge of video technology a plus.
• **Flexibility a must:** evening and weekend shifts required including periodic extended workday shifts (E.g., 12-14 hour days with day time load-ins and evening events); prompt changes to schedules (e.g. unexpected emergencies or performance contingencies)
• Must be able to climb a ladder. Must be able to lift audio equipment in general use.

WORK STYLE QUALIFICATIONS:
• Reliable, responsible, and **punctual**.
• Self-starter and team player in a small studio environment.
• Excellent interpersonal, communication and organizational skills. Tact a must.
• Ability to maintain professionalism and amiability under high pressure in a diverse work environment; ability to multitask is a must.
• Business casual attire; jeans/sneakers for load-ins/outs & maintenance.

SALARY:
Commensurate with education & experience plus benefits package.
Email resume, cover letter and salary requirements to Christianne Orto, Associate Dean of Distance Learning & Director of Recording, Manhattan School of Music, corto@msmnyc.edu. **Applicants must bring examples of recordings they have engineered to their interview (CD format).** Position does not include MIDI.