Manhattan School of Music Position Description

Title: Recording Engineer
Department: Distance Learning and Recording Arts
Reports To: Recording Manager
Internal Contacts: Distance Learning and Recording Arts Staff; Production Staff; Students, Faculty, Alumni; Visiting Artists; Administrative Staff; Precollege Division, Work-Study and Student Workers
External Contacts: Recording Clients; Vendors; University Audio and IT departments; Technicians; Production Assistants; General Public
Start Date: August 15th, 2016
Application Due: July 15th, 2016

DOMAINS:

Audio:
- Live recording of institutional performances and events (e.g., student recitals, faculty concerts, orchestra concerts, chamber ensembles, jazz orchestras & combos, master classes & special events). Session recording for private recording of classical and jazz music.
- Execution of all aspects of the recording process: information gathering (repertoire, instrumentation, special requirements); planning (equipment selection and audio design); installation (set-up and strike) & troubleshooting; recording, mixing, editing, and physical media creation or digital file delivery.
- Work in team environment for large-ensemble performances and events.

Video:
- Operate robotic video recording equipment connected to video workstations to capture live student recitals, institutional concerts and private recording sessions. Includes camera setting adjustments such as focus, framing, iris, gain and white balance.
- Oversee all aspects of post-production including editing, color correction, and codec specification.
- Ensure completion of all video service orders and provide monthly status report.
- Ensure organization of all video files on the departmental video server in addition to the monitoring of storage capacity on all video workstations and hard disk recorders.
- Maintain video capture and editing workstations in collaboration with Systems Engineer.
- Research and plan for upcoming video upgrades; recommend video-related upgrades to increase efficiency, workflow and production value.

Videoconference/Webcast Audio:
- Provide audio engineering services for live videoconference or webcast events, including audio design, sound checks, executing live mixes, and equipment set-up/strike.
- Communicate preplanning audio needs for distance learning events with Distance Learning Coordinator and Systems Engineer in addition to partner institution engineers; Collaborate and maintain communication throughout live events; Assist in testing and troubleshooting, as needed.
• Provide feedback in beta testing of telepresence audio technology for live music transmission.

**Audio Editing & Duplication:**
• Execute daily “Top and tail” editing, duplication, and labeling of student recitals and institutional events.
• Complete post-production editing sessions of recorded material with students and faculty.
• Finish duplication work orders including transfers from various media formats.
• Use studio policies and procedures for formatting and documenting all recorded materials.

**Audio Support Services:**
• Provide sound reinforcement services for institutional events such as master classes, podium/panel presentations, distance learning events and performances including use of wireless and lavaliere technology, automixing systems, and sound effects prep and execution.
• Assist in classroom stereo system maintenance and troubleshooting, as needed.

**Other Studio Duties:**
• Maintain established policies and procedures on studio organization and etiquette.
• Assist in training and monitoring of work-study students, as assigned.
• Attend monthly departmental meetings and present written video services report; participate in regular control room meetings.
• Answer studio telephone/email daily; take messages for studio personnel.
• Attend interdepartmental production and planning meetings, as requested.

**Work Qualifications:**
• Bachelor's degree in audio engineering or a closely-related field with 3-5 years’ experience.
• Knowledge of Classical and Jazz music, ability to read musical scores required.
• Knowledge and experience with stereo and multi-mic techniques, digital consoles, signal processing, signal flow, and 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).
• Practical experience with non-linear video editing (e.g., Adobe Premiere and Final Cut Pro).
• Knowledge of System Administration, Content Management Systems or Programming a Plus. (e.g., CIFS; Wordpress, Drupal/Drush; and PHP).
• Must be able to climb a ladder. Must be able to lift audio or video equipment in general use.
• Flexibility a must: evening and weekend shifts required including periodic extended workday shifts (e.g., 12-14 hour days with daytime load-ins and evening events); unexpected changes to schedules (e.g. emergencies or performance contingencies).
• Reliable, responsible, and punctual.
• Self-starter and team player in a small studio environment.
• Ability to multitask required.
• Excellent interpersonal, communication and organizational skills.
• Ability to maintain professionalism and amiability under high pressure in a diverse work environment; tact a must.
• Business casual attire and jeans/sneakers for load-ins/outs & maintenance.

Salary: Commensurate with education & experience plus benefits package.
APPLICATION INFORMATION:

Must email résumé, cover letter and salary requirements to:  
**Chris Shade**, Recording Manager: cshade@msmny.org

*Applicants will be required to send sample recordings that they have engineered in advance of their scheduled interview. All recordings should be sent digitally via Dropbox.*

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.