

Manhattan School of Music Position Description

Title:	Recording Services Manager
Department:	The Orto Center
Reports To:	Director of The Orto Center
Supervises:	Student Workers
Internal Contacts:	Students, Faculty & Administrative Staff; Precollege Division; Production/House Staff Personnel; Scheduling Department; Piano Technicians
External Contacts:	Vendors; Freelance Audio Engineers & Videographers; General Public
Employment Status:	Full-time; Non-Exempt

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Recording Services Management:

- Process daily recording services requests from students, faculty, staff, and members of the outside community for private recording sessions (200 per year), student recital recordings (375 per year), copy requests, and media transfers.
- Attend regular Concerts and Events (C&E) meetings and Production meetings and communicate with the Director and staff engineers about specific audio/video recording and livestreaming requirements for upcoming MSM institutional concerts and performances (200 per year).
- Inform students and clientele of available recording studio services, rates, work order status, and departmental policies and procedures.
- Daily callbacks, email confirmations, and reminders of recording services, plus digital delivery of recorded material to recording studio clientele.
- Create invoices for recording work orders and maintain departmental databases and event calendars.
- Collect and process recording services payments for submission to the MSM Business Office.
- Prepare monthly and periodic reports on recording services event and revenue statistics.
- Create and publish web pages for livestreamed MSM concerts and student recitals on the MSM website.
- Publish and add metadata for recorded digital video and audio assets on the MSM cloud media management system, Kaltura.
- Work with the Peter J. Sharp Library to monitor the process and status of MSM concert recordings that need to be catalogued within the library system.
- Coordinate delivery of recorded materials to external partners such as radio stations, guest artists, or post-production facilities.
- Laisse with MSM Faculty for issues related to the use of classroom audio systems.
- Edit and duplicate audio and video recordings of student recitals, MSM institutional events and Distance Learning events, as needed.
- Assist in setting up and breaking down recording studio equipment for MSM institutional performances and events, recital recordings, and private recording sessions, as needed.

Staff Scheduling and Payroll Management:

- Create weekly engineering shift schedules for full and part-time IATSE Local 1 engineering staff in coordination with the Director and within the context of the MSM/Local 1 IATSE CBA. Make engineer assignments for all recording & distance learning performances and programs, ensuring adequate personnel, time and resources are devoted to every event.
- Process and submit timesheets and payroll for all Local 1 engineering staff and Recording Arts student workers.
- Oversee work-study student Recording Assistants and arrange shift schedules and daily tasks.
- Oversee student Streaming Video Coordinators who assist with livestreamed broadcasts of large ensemble concerts in Neidorff-Karpati Hall, including scheduling and logistics of obtaining score copies and attending rehearsals; proper score and note-taking preparation; guidance and direction of students so they can provide helpful, musical and artistic cues during the broadcast.
- Coordinate with the Production Department to schedule equipment setup/breakdown time and tech time for upcoming events in MSM performance venues, as needed.
- Prepare weekly reports for Piano Technical Services on upcoming recordings needing advance piano tunings.
- Assist in arranging equipment rentals and coordinate delivery and pickup for Myers Recording Studio.

General Administrative Duties:

- Filing, typing, scanning, mailing, and maintaining of office supplies in the Orto Center office.
- Answer telephone and email regularly. Pick up mail daily.
- Maintain a clean and neat working environment.

Job Requirements:

- B.S., B.M., B.A. or equivalent.
- Prior experience with recording technology in a studio or academic environment is required.
- Highly organized and detail oriented with excellent verbal, written, and interpersonal skills.
- Knowledge of Classical and Jazz Repertoire and ability to read sheet music a plus.
- Hands-on experience with a professional-level DAW (e.g., Nuendo, Pyramix, or ProTools) a plus.
- Practical experience with non-linear video editing (e.g., Adobe Premiere and Final Cut Pro) a plus.
- Able to function well under pressure while maintaining focus, patience, positive attitude and friendly manner; multitasking a must.
- Ability to work well in a multicultural environment.
- Reliable, responsible, punctual.
- Occasional weekend or evening shifts required.



Contact Information:

Email resume, cover letter and three professional references to:

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