

## Position Description

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<b>Title:</b>	Recording Engineer – Live Sound Focus
<b>Department:</b>	The Orto Center for Distance Learning and Recording Arts
<b>Reports To:</b>	Assistant Dean for The Orto Center
<b>Internal Contacts:</b>	Orto Center Staff; Production Staff; Students, Faculty, Alumni; Visiting Artists; Administrative Staff; Precollege Division; Work-Study and Student Workers
<b>External Contacts:</b>	Recording Clients; Vendors; University Audio and IT departments; Technicians; Production Assistants and Artistic Staff; General Public
<b>Employment Status:</b>	Full-time IATSE Local 1; Non-exempt
<b>Salary Range:</b>	\$25.70 - \$34.00 per hour

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This position is covered by a collective bargaining agreement between Manhattan School of Music and I.A.T.S.E. Local 1. The full-time employee will be scheduled and paid for at least thirty-five (35) hours of work per week.

### **Domains:**

#### ***Recording and Livestreaming***

- Provide audio recording, video recording, and livestreaming services for institutional performances, including orchestra, chamber ensemble, jazz big band & combo, opera, and musical theatre, plus master classes, student recitals, faculty concerts, outside rentals, and special events. Audio recording includes both stereo and multitrack recording. Video recording and livestreaming include both single-camera and multi-camera work and the operation of robotic PTZ cameras connected to video workstations and camera switchers. Includes camera setting adjustments such as focus, framing, iris, gain and white balance.
- Execute all aspects of the recording and livestreaming process: information gathering (repertoire, instrumentation, special requirements); planning (equipment selection and audio design); installation (set-up and strike); troubleshooting; recording, camera switching, streaming, mixing, editing, and digital file creation.
- Engineer private audio and video recording sessions of classical, contemporary, musical theatre, and jazz music.
- Work in a team environment for large-ensemble performances and events.

#### ***Live Sound Engineering***

- Execute live sound mixing in MSM performance venues for Jazz Arts and Contemporary Performance Program concerts in addition to master classes, Distance Learning events, and other special events as needed. Includes front of house (FOH) sound mixing in addition to providing on-stage monitor mixes when applicable.
- Set up and strike PA system speakers and monitor speakers, mixers, and microphones in MSM performance venues. Includes the use of wireless and lavalier technology, auto mixing systems, and sound effects/cue execution.

- Maintain all departmental mixing consoles used for FOH/Live Sound in collaboration with the Chief Recording Engineer.
- Research and plan for upcoming live sound upgrades; recommend upgrades to increase quality and efficiency.

### ***Editing & Post-Production***

- Execute daily “top and tail” audio and video editing of student recitals, private recording sessions, and institutional events, including metadata entry in MSM’s media content management system and in digital file production.
- Complete post-production editing and mixing sessions of recorded material with students and faculty.
- Finish duplication work orders, including the digitization of various audio and video media formats from within the MSM archives.

### ***Videoconference/Distance Learning Audio Support***

- Provide audio engineering services for live videoconference or distance learning events, including audio design, sound checks, executing live mixes, and equipment set-up/strike.
- Communicate preplanning audio needs for distance learning events with the Orto Center Assistant Director in addition to partner institution engineers; collaborate and maintain communication throughout live events; assist in testing and troubleshooting, as needed.

### ***General Studio Duties***

- Assist in classroom audio system maintenance and troubleshooting as needed.
- Assist in training and monitoring of work-study students, as assigned.
- Attend monthly departmental meetings and present a written Live Sound Report; participate in regular control room meetings.
- Attend interdepartmental production and planning meetings, as requested.

## **Job Requirements:**

### ***Work Qualifications***

- Bachelor's degree in audio engineering or a closely related field.
- 3-5 years of live sound mixing experience in the areas of jazz, musical theatre, and/or contemporary music.
- Proficiency with digital audio mixing consoles made by Yamaha, Allen & Heath, Studer, or similar.
- Knowledge and experience with stereo and multi-mic techniques, signal processing, signal flow, EQ, and gain structure.
- Solid understanding of basic electronics and digital technology, including Audio-over-IP (Dante preferred).
- Knowledge of classical and jazz music and the ability to read musical scores required.
- Hands-on experience with a professional-level DAW (e.g., Nuendo, Pyramix, or Pro Tools).
- Practical experience with non-linear video editing software (e.g., Adobe Premiere or Final Cut Pro).
- 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 are required including periodic extended workday shifts (e.g., 10-12 hour days with daytime load-ins and evening events); unexpected changes to schedules (e.g., emergencies or performance contingencies).

***Work Style Qualifications***

- 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.
- Business casual attire and jeans/sneakers for load-ins/outs & maintenance.

**Contact Information:**

Send cover letter, résumé, and three professional references to:

Chris Shade

Assistant Dean for the Orto Center for Distance Learning and Recording Arts

[cshade@msmny.edu](mailto:cshade@msmny.edu)

No phone calls, please.

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