

Position Description

Title:	Recording Engineer – Editing and Classroom Audio System Focus
Department:	The Orto Center for Distance Learning and Recording Arts
Reports To:	Assistant Dean for The Orto Center
Internal Contacts:	Orto Center 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
Employment Status:	Full-time IATSE Local 1; Non-exempt
Salary Range:	\$32.00 per hour

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 includes 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.

Editing & Duplication Services

- Maintain all editing guidelines, and train student workers on editing and post-production workflows.
- 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 or audio transfer work orders, including the digitization of various audio and video media formats from within the MSM archives.

Classroom Audio System Maintenance

- Perform regular maintenance and inventory of all classroom audio systems.
- Coordinate with faculty to provide immediate response to requests for system maintenance with respect to status and time frame of repair or replacement.
- Perform initial troubleshooting of systems.
- Provide preliminary diagnosis, and coordinate with Recording Services Manager and Maintenance Engineer for necessary maintenance actions.
- Provide list of equipment, tools, and supplies needed to keep classroom audio systems up to date.

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.

Live Sound Support Services

- Execute sound reinforcement for institutional events, Distance Learning events, and master classes.
- Coordinate with Production Department on the set up of lectern microphones, wireless lavaliers, and panel discussion microphones.
- Operate mixing console for FOH mixing, sound effects preparation, and playback.
- Provide wireless microphone support.

General Studio Duties

- Attend periodic control room meetings in addition to monthly departmental staff meetings to present a written status report on classroom audio system maintenance and editing and duplication services.
- Maintain established policies and procedures on studio organization and etiquette.
- Assist in training and monitoring of work-study students, as assigned.
- Attend interdepartmental production and planning meetings, as requested.

Job Requirements:

Work Qualifications

- Bachelor's degree in audio engineering or a closely related field and/or 2-3 years of relevant work experience.
- 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).
- Proficiency with digital audio mixing consoles made by Yamaha, Allen & Heath, Studer, or similar.
- 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

No phone calls, please.

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 or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.