

PALOMAR COMMUNITY COLLEGE DISTRICT

AUDIO PRODUCTION COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate and provide audio-related services to the Performing Arts Department in the areas of dance, music and theater; to assist other campus departments with audio-related services as needed; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Associate Professor/Department Chair.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Coordinate and provide audio-related services to the Performing Arts department for a variety of performances and events; set up and operate equipment during assigned performances.
2. Provide sound reinforcement at performances; set up loudspeaker systems for stage and theater; provide appropriate microphones for individual performers and ensembles.
3. Operate mixing console to maintain appropriate audio-levels during performances; troubleshoot and repair audio systems and components.
4. Test and evaluate the performance of audio equipment; make adjustments to recording equipment as required.
5. Operate recording equipment and signal processing equipment in studio facility as needed; record and manipulate sound for special effects.
6. Assemble and duplicate instructional tapes for classroom use by instructors or students.
7. Provide technical assistance to artists and staff for department events; set up stage and seating; operate lighting; operate sound playback and sound reinforcement.
8. Set up sound systems for theatrical and dance productions and outside assigned events.

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9. Operate a variety of equipment including but not limited to recorders, reproducers, mixing consoles, microphones, loudspeakers and special effect devices.
10. Advise department regarding equipment upgrades and/or additions; install equipment including modifications.
11. Design complete sound systems for studio or theater; design and recommend modifications of room acoustics.
12. Repair playback systems, studio components, and theatre components.
13. Edit recordings and effects for dance and theatre productions.

Marginal Functions:

1. Supervise and train student and temporary staff in the operation of recording equipment during performances.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of studio recording equipment, systems and operating techniques.
Operational characteristics of audio recording and sound reinforcement systems.
Methods and techniques of sound equipment maintenance and repair.
Principles of electronics.
Methods and techniques of setting up microphones for sound reinforcement.
Principles of multi-track recording.
Occupational hazards and standard safety practices.

Ability to:

Perform a variety of live and studio recording tasks.
Serve as technical director for music events.
Assess state of the art equipment and determine best utilization for performance.
Create custom sound effects.
Operate a variety of audio production and related equipment in a safe and effective manner.
Troubleshoot and repair audio systems and components.
Modify or upgrade equipment components to fulfill custom needs.
Coordinate facility and sound requirements.
Supervise and train student and temporary staff.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in audio recording, sound reinforcement, and the operation and management of a recording studio.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in audio recording and recording studio management or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Indoor environment; exposure to electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling, climbing, reaching, pushing, pulling; operating motorized equipment.