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| **MUSIC SOUND ENGINEER** | | | | |
| **Reports to:** | Department Chair |  |  |  |
| **Dept:** | Music |  | **Range:** | 25 |
| **FLSA:** | Nonexempt/Extended Day |  | **EEO:** | Professional/Nonfaculty |

*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 by individual positions.*

### BASIC FUNCTION:

Under general supervision, serve as chief sound engineer for the Music department with responsibility for professional sound quality for live music and recording studio performances; work with students in the sound reinforcements course sequence; assist instructors and students with course assignments including the use and care of equipment, instruments and supplies; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Serve as Music department chief sound engineer for live concerts and events and recorded music performances; plan, set up and adjust sound reinforcement systems including [micro­phones](https://en.wikipedia.org/wiki/Microphone), [signal processors](https://en.wikipedia.org/wiki/Signal_processor), [amplifiers](https://en.wikipedia.org/wiki/Amplifier) and other equipment according to the acoustics of specific venues to achieve professional sound quality; operate mixing consoles and other equipment to mix tracks and produce a final ‘master’ track in a recording studio; perform setup for all evening music and music technology classes.
2. Work with music faculty to develop and modify curricula and to prepare instructional materials and lesson plans including lectures and lab exercises on methods and equipment commonly used in sound reinforcement systems for live and recorded performances; develop and modify laboratory exercises, testing all proposed exercises for accuracy, relia­bility and safety; order and maintain an inventory of required equipment, software, chemicals, supplies, and equipment for laboratory use.
3. Provide instruction and reinforce concepts, methods and techniques covered by the class instructor; assist and advise students regarding course assignments and the use and care of equipment; demonstrate and explain the proper operation of lab equipment, instruments, software and consumables used in the classroom and laboratory; assist instructors and students in resolving problems with student projects; suggest procedures and techniques for achieving desired objectives; check out equipment, materials and supplies and check in student work; serve as a teaching assistant in the recording studio.
4. Provide instruction and demonstrate safety procedures for the use and operation of equip­ment applicable to courses of instruction including synthesizers, mixing consoles, sound equipment, computers and a wide variety of other equipment, hand and power tools; monitor students in the laboratory to ensure safety procedures are followed; respond to student questions regarding procedures and requirements; evaluate work and performance of processes and provide feedback to students and the instructor; organize and maintain equipment and tools; make minor repairs and adjustments and maintain equipment and tools in safe and good working order; arrange for major repair or replacement of tools and equipment; maintain lab facilities in a safe, clean and orderly condition.
5. Serve as house engineer for concerts and events produced by outside organizations; oper­ate the mixing board and assist the organization’s sound engineer to run the performance.
6. Maintain lab security by locking doors, windows and supply cabinets.

**OTHER DUTIES:**

1. Assist in preparing equipment and supply budgets; assist in preparing requisitions for required supplies, equipment, service agreements, travel and training as required for the department and for concerts and events.
2. Assist in the design and construction of laboratory facilities and make modifications to existing lab facilities.
3. Provide a variety of information regarding course offerings to prospective students.
4. Serves as backup for the Concert Hall House Manager.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Sound reinforcement system principles, practices, methods, techniques and equipment applicable to both live and recorded musical performances.
2. Advanced uses and operations of music/audio recording technologies, from analog tape to digital multitrack recording programs such as ProTools.
3. Principles and methods of electronics and acoustics applicable to assigned responsibilities.
4. Equipment, gear and hand and power tools used in music technology or sound reinforce­ment system classrooms and laboratories, their purposes and operating characteristics and associated safe operating practices.
5. Methods and practices of student instruction and tutoring.
6. Uses and operations of computers with standard business and specialized software applic­able to areas of assigned responsibilities.
7. Safety policies and safe work practices applicable to the work.
8. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Perform the duties of a sound engineer for live and recording studio musical performances, producing professional sound quality in a wide variety of performance venues.
2. Provide effective instruction and guidance to students in music technology and sound reinforcement subject matters; accurately, thoroughly and clearly answer students’ subject matter, equipment use and technology questions.
3. Provide day-to-day technical and instructional support to faculty in carrying out their responsibilities.
4. Organize, set priorities and take initiative in areas of responsibility with the need for only limited supervision.
5. Interpret, explain and apply district, departmental and administrative policies, procedures and practices, ensuring consistency and a high degree of accuracy.
6. Represent the district effectively in interactions with outside groups interested in renting and using concert and music spaces.
7. Evaluate alternatives and reach sound decisions within areas of assigned responsibility.
8. Troubleshoot and resolve problems in high-stress and time-sensitive situations.
9. Provide excellent customer service.
10. Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations.
11. Demonstrate uses and operations of specialized equipment, tools, hardware and software and sound reinforcement work processes and techniques.
12. Communicate effectively, both orally and in writing.
13. Operate a computer and standard business software.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a major in music, music technologies, sound engineering or a related field, and at least three years of progressively responsible experience in sound, recording and/or studio engineering; or an equivalent combin­ation of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Student workers.

**CONTACTS:**

Faculty, instructors, students, employees in other departments, vendors, persons and organiza­tions seeking the use of district concert and music spaces, and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily moderate physical work with intermittent standing, walking, bending, stooping, kneel­ing and crouching; periodic lifting and carrying of objects weighing up to 100 pounds and occasionally over 100 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business. Work requires an acute sense of hearing to be able to make fine distinctions in sound quality and a well-developed sense of pitch, timing and rhythm.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily classroom, laboratory and concert hall environment; subject to frequent public contact and inter­ruption; intermittent exposure to individuals acting in a disagreeable fashion. Duties may require climbing on ladders and scaffolding; involve exposure to outdoor weather condi­tions and loud or prolonged noise and heavy vibration; work on uneven surfaces. May work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.