UNIVERSITY OF SOUTHERN CALIFORNIA
Recording/Production Engineer
Job Code: 193019

Grade: H
OT Eligible: No
Comp Approval: 11/1/1995

JOB SUMMARY:
Designs and engineers audio recording for radio broadcast. Develops and enforces audio production standards for remote and in-house audio production engineering. Provides specialized technical and operational expertise to other departments in the audio-engineering area, as required.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tr>
<td>______</td>
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<td>Designs and engineers audio recordings of concerts, interviews, news stories and drama for radio broadcast. Performs post-production engineering in preparing recorded concerts for local broadcast and national distribution via satellite. Serves as audio director of live remote broadcasts.</td>
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<td>Supervises audio production assistants, volunteer personnel and other staff required to stage and record studio and remote productions.</td>
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<td>Develops audio design of music performances at remote venues. Ensures adherence with appropriate standards. Serves as producer and KUSC liaison with performing arts organizations when on location, as required.</td>
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<td>Produces station paid promotional announcements and underwriting spots.</td>
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<td>Assists program hosts, as requested, with planned program concepts to ensure consistency of broadcasts.</td>
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<td>Performs periodic routine maintenance and on-location emergency repairs on professional audio equipment as needed. Maintains inventories on production equipment and tapes.</td>
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<td>Provides audio engineering expertise to other departments as required. Consults on equipment requirements and capabilities, and coordinates work with professional/technical staff.</td>
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<td>Maintains currency with new technology in the audio-engineering area. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Audio engineering and recording skills. Experience in classical music and related arts.
- Specialized knowledge of production for radio and radio broadcast. Basic electrical engineering competence.

**Preferred Education:**
- Bachelor's Degree

**Skills: Other:**
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Organization
- Planning
- Problem identification and resolution

**Skills: Machine:**
- Personal Computer

**Supervises: Level:**
- Leads employees performing similar work on a project basis

**SIGNATURES:**

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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