

**AUDIO TECHNICIAN**

**DEFINITION**

To plan, implement, and supervise the technical activities of a multi-track recording facility; to design and construct audio production equipment/facilities as needed; and to provide audio recording services for the instructional program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Media Services Manager.

Exercises technical or functional supervision over student assistant.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Plan, develop, and supervise the technical activities of a multi-track recording facility.

Produce and assist in the production of various taped instructional materials.

Schedule all audio recording projects; engineer for basic track recording, overdub, and mixdown sessions.

Provide technical assistance or information to faculty, students, or staff on matters regarding audio recording or sound reinforcement.

Maintain technical records and catalog of various taped materials.

Perform high speed audio cassette duplication.

Write specifications for new equipment or facilities; order parts and supplies; construct, fabricate or install materials and facilities.

Provide creative assistance and technical expertise in the pre-production planning of theatrical and dance productions, gymnastic routines, and various other instructional projects.

Troubleshoot audio systems; clean and degauss tape transports; perform mechanical maintenance and electronic alignment on a variety of audio/recording equipment.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and techniques of a multi-track mixing and recording studio.  
Microphone design and placement techniques.

(Over)

Knowledge of (Continued)

Music theory and composition.

Principles, methods, materials, and equipment used in the operation, maintenance, design, and installation of audio systems.

Use and application of signal processing devices such as reverberation devices, digital delay lines, compressor/limiters, equalizers, and noise reduction devices.

Operating parameters of magnetic recording tape and tape recorders.

Basic electronics, acoustics, and mechanics of hearing.

Principles and techniques of sound reinforcement.

Skill to:

Operate a multi-channel recording console, multi-track recorder, and related outboard equipment.

Organize and plan various types of recording projects.

Perform electronic, mechanical, and maintenance alignment of recording equipment and use test equipment utilized in such procedures.

Plan, design, fabricate and/or construct new recording/audio systems.

Operate various power and hand tools.

Tune various stringed musical instruments, synthesizers, and drums.

Operate a variety of audio-visual equipment and sound reinforcement systems.

Troubleshoot and repair audio systems.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

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

Experience:

Two years of experience in the operation and supervision of a multi-track recording studio or equivalent audio system.

Training:

Equivalent to graduation from a two-year community college or trade school with a major in electronics.