Position Title: Recording Studio Coordinator

Emp Class: N1  Grade: H  Job Code: A0373  Date: August 2012

This is a regular, full-time non-exempt position, 35 hours per week.

POSITION SUMMARY
Oversees the daily service operations of the Hartt Recording Studio in conjunction with the Assistant Director of Hartt Recording Studios in an effort to ensure top quality services to all end-users.

KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>% OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hires, trains, schedules and supervises student employees to engineer recordings of rehearsals, concerts and special sessions. Oversees studio staff in the scheduling and execution of audio editing, mastering, duplication and general departmental tasks.</td>
<td>40%</td>
</tr>
<tr>
<td>Processes and oversees all work-orders placed by clients/customers of the Hartt Recording Studio, including students, staff, faculty and members of the community. Generates invoices, work orders and receipts for services provided by the recording studio. Responsible for managing of and accounting for usage of Hartt Recording services. Ships recorded materials as requested.</td>
<td>30%</td>
</tr>
<tr>
<td>Administers the maintenance and upkeep of recording studio facilities. Responsible for the installation of technical equipment and software upgrades as deemed necessary by the department. Coordinates shipping of broken equipment and return of repairs. Performs a quarterly inventory of studio equipment, cables and microphones for assessment of condition and quality.</td>
<td>15%</td>
</tr>
<tr>
<td>Serves as archivist for the Hartt database of recordings engineered by the Hartt studio. Maintains the database to ensure its integrity.</td>
<td>5%</td>
</tr>
<tr>
<td>Coordinates the audio needs of Hartt performance areas in conjunction with the Performing Arts Technology Specialist.</td>
<td>5%</td>
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<tr>
<td>Represents the department to both internal and external constituencies as necessary and appropriate.</td>
<td>5%</td>
</tr>
<tr>
<td>Performs other related duties as assigned.</td>
<td></td>
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</tbody>
</table>

* Indicates an "essential" job function.
# Job Description

## Position Title: Recording Studio Coordinator

### WORKING CONDITIONS

| Normal office situation. | Stockroom or warehouse. |

### PHYSICAL EFFORT

<table>
<thead>
<tr>
<th>Typically sitting at a desk or table.</th>
<th>Intermittently sitting, standing, stooping.</th>
<th>Heavy lifting or carrying 51 lbs or more.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Using equipment requiring high dexterity.</td>
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<td>Requires good hearing.</td>
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</tbody>
</table>

### KEY JOB REQUIREMENTS

<table>
<thead>
<tr>
<th>Formal Education:</th>
<th>Bachelor’s Degree required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience:</td>
<td>1 year to &lt; 2 years.</td>
</tr>
<tr>
<td>Impact of Actions:</td>
<td>Makes recommendations or decisions which usually affect the entire department.</td>
</tr>
<tr>
<td>Complexity:</td>
<td>Varied. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.</td>
</tr>
<tr>
<td>Decision Making:</td>
<td>Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.</td>
</tr>
<tr>
<td>Internal Communication:</td>
<td>Requires regular contact within the department and with other departments supplying or gathering factual information.</td>
</tr>
<tr>
<td>External Communication:</td>
<td>Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.</td>
</tr>
<tr>
<td>Customer Relations:</td>
<td>Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.</td>
</tr>
<tr>
<td>Managerial Skills:</td>
<td>Has responsibility or authority which is limited to the direction of temporary workers or student workers.</td>
</tr>
<tr>
<td>Knowledge &amp; Skills:</td>
<td>Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.</td>
</tr>
<tr>
<td>Special Skills:</td>
<td>* The ability to work effectively with diverse groups.</td>
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</tbody>
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This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Revised: August 2012