



KUSC Recording/Production Engineer Job Description

JOB INFORMATION

Job Code:	193019
Job Title:	KUSC Recording/Production Engineer
FLSA Status:	Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Radio Broadcasting/Programming
Job Family Group:	Radio Broadcast
Management Level:	7 Individual Contributor

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Audio engineering and recording skills.
X		Experience in classical music and related arts.
X		Specialized knowledge of production for radio and radio broadcast.
X		Basic electrical engineering competence.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				
Supervises audio production assistants and volunteer and other staff required to stage and record studio and remote productions.				
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.				
Produces station paid promotional announcements and underwriting spots.				
Assists program hosts, as requested, with planned program concepts to ensure consistency of broadcasts.				
Performs periodic routine maintenance and on-location emergency repairs on professional audio equipment as needed. Maintains inventories on production equipment and tapes.				
Provides audio engineering expertise to other departments as required. Consults on equipment requirements and capabilities, and coordinates work with professional/technical staff.				
Maintains currency with new technology in the audio-engineering area.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.