CLASS SPECIFICATION
Sound Engineering Technician

FLSA Status:            Non-exempt
EEOC Job Category:      Technicians
Union Representation:   Represented

GENERAL PURPOSE
Under general supervision, provides media and audio production and production support services for Theater Arts, including recording of voiceovers and music, compiling sound effects for productions, and mixing of live sound productions. Assists and trains other with the operation of the production equipment and performance venues.

ESSENTIAL DUTIES AND 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. Selects, sets-up, and operates sound, lighting, public address equipment, and multimedia presentation equipment for events and performing arts performances.

2. Locates and constructs sound cues from sound effects library or creates original sound effects using a digital workstation and multi-track sound editing software; designs and orders sound effects in proper sequence; adds and documents music cues; sets up and tests soundboards, amplifiers, media players, microphones, speakers and related cabling; troubleshoots, maintains and makes minor repairs to audio equipment.

3. Designs the sound for theater productions.

4. Assists in maintaining the auditorium and theater facilities in a clean, safe and orderly working condition; reports needed repairs and unsafe and hazardous conditions to appropriate personnel.

5. Installs, maintains, troubleshoots, and repairs sound, lighting, public address equipment, and multimedia systems and equipment.

6. Provides training and work direction to student crews on the proper use and operation of production, lighting and sound equipment and tools.

7. Works with vendors regarding the purchase, repair and servicing of theater equipment; picks up and delivers equipment, tools and materials as needed; maintains records regarding equipment and supplies inventories and the condition of the auditorium and theater facilities.

8. Works with directors and other technical staff in the various production phases and in planning productions.
OTHER DUTIES

1. Researches and evaluates new technologies and recommends purchase.
2. Records audio and/or video for requested performances and rehearsals.
3. Works with contract rentals to ensure contract requirements are met.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, techniques, materials, and equipment utilized in operation, maintenance and repair of modern sound equipment.
2. Music production, which includes mixing a variety of live music including vocalists, vocal jazz, orchestra, wind ensemble, bands and rhythm sections.
3. Recording software, such as Pro Tools, and recording live performances.
4. Technical aspects of lighting, audio, sound effects and set construction.
5. Construction and operation of stage scenery and stage equipment.
6. Record keeping, inventory and cost estimating.
7. Proper methods of storing equipment, materials and supplies.
8. Safe work methods and safety regulations pertaining to the assignment.

Ability to:

1. Install, set-up, repair and operate sound system equipment.
2. Read, understand and apply plans, plots, drawings, diagrams, blueprints, sketches and other stage directions.
3. Design sound for productions.
4. Operate and maintain a variety of specializes sound, auditorium and multi-media production equipment.
5. Correct equipment malfunctions during live performances.
6. Maintain auditorium areas in a safe, clear and orderly condition.
7. Communicate clearly and effectively, both orally and in wiring.
8. Work under and meet strict deadlines.
9. Estimate material costs and maintain project records.
10. Understand and follow oral and written directions.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with District management, staff, students, and other encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate degree with a major in theater arts, stage design and construction, including sound, or a related field, and one year of experience in the operation, maintenance and repair of sound equipment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet for prolonged periods; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a community college theatre, and the noise level is frequently loud. Employees are frequently exposed to fumes or airborne particles, toxic or caustic chemicals, falls from heights up to 100 feet and risk of electrical shock.