CLASS SPECIFICATION
Studio Laboratory Assistant

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, schedules, reserves, controls and monitors student and faculty use of the District’s music, radio and television facilities; issues and collects equipment and musical instruments; provides information and explains studio lab policies and procedures to students; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Studio Laboratory Assistants are responsible for administering and coordinating activities and use of the District’s Master Control Office, including scheduling and monitoring student and faculty use of labs and studios, issuing and collecting equipment from students and faculty and troubleshooting and performing routine and minor maintenance, cleaning and repair of equipment, systems and instruments. Incumbents are also responsible for assisting students and faculty in labs and studios, providing information on facility and equipment scheduling and availability and the operation and use of various equipment and systems.

Studio Laboratory Assistants is distinguished from Music/Radio/TV Equipment Technician in that an incumbent in the latter class designs, operates, maintains and repairs broadcast radio, music, television, video and related equipment and studios for educational use.

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. Administer and coordinate the activities of the Master Control Office; schedules, reserves, controls and monitors student and faculty use of the District’s music, radio and television facilities, including rehearsal and practice rooms, recording studios, computer and piano labs, studio control rooms and radio and television studios; logs students in and out of studios and labs and locks and unlocks doors; verifies enrollment to ensure student eligibility to use studios and labs; verifies faculty instructions regarding student lab and studio access; ensures students are requesting the proper equipment for the facility they have reserved; maintains logs and records of student lab and studio hours and usage utilizing the department’s computer management booking system and provides to instructors upon request.
2. Reserves, issues and collects equipment, musical instruments, gear and accessories from students and faculty; inspects items for condition upon return and notifies supervisor of damage or overdue items; maintains and updates circulation and inventory lists and records.

3. Assists students and faculty in labs and studios; provides general information to students and faculty on facility and equipment scheduling and availability; instructs and demonstrates the proper operation and use of various equipment and systems; provides guidance and minor instruction to students on class and studio assignments.

4. Troubleshoots and performs routine and minor maintenance, cleaning and repair of equipment, systems and instruments; reports broken or defective equipment to supervisor; assists students and staff with user errors; performs minor repairs on cables, connectors, adapters and input and output jacks; performs factory resets; prepares faulty equipment reports.

5. Ensures the security of department music, radio and television facilities and equipment; locks and unlocks doors and sets alarms; locks and unlocks equipment storage locker and maintains appropriate records.

6. Maintains work and storage areas in a clean, safe and orderly working condition; reports needed repairs and unsafe and hazardous conditions to appropriate personnel.

QUALIFICATIONS

Knowledge of:

1. Operation and use of a variety of electronic and computerized studio and lab equipment and systems, including MIDI synthesizers, sequencers, recording equipment and ENG equipment.

2. Principles and practices of synthesizer programming.

3. Studio and lab operations, policies and procedures.

4. Principles and practices of sound business communication.

5. Standard business software, including word processing and spreadsheet programs.

Ability to:

1. Provide instruction and guidance to students on facility and equipment use.

2. Troubleshoot and perform minor maintenance and repair to electronic and computerized studio and lab equipment and systems.

3. Communicate clearly and effectively, both orally and in writing.

4. Prepare clear, concise and accurate reports, correspondence and other written materials.

5. Operate a computer using word processing and other business software and other standard office equipment.

6. Organize and maintain specialized files and records.
7. Establish and maintain effective working relationships with District management, staff, faculty, students and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of experience in a studio or lab environment; 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, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve non-routine and difficult technical problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, staff, faculty, 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 the District’s Master Control Office, and the noise level is often loud. Some assignments require employees to work in confined spaces and expose employees to fumes or airborne particles, loud or prolonged noise levels, and risk of electrical shock.