

**Job Title** Recording Manager  
**Office/Department** Music  
**Location (Building)** King Chapel and Ringer Recital Studio,  
Armstrong Hall  
**Supervisor** Dr. Martin Hearne/Dr. Don Chamberlain  
**Number of Student Workers Employed** 1  
**Job Wage Rate or Range** Minimum Wage  
**Position Summary** Audio recording for Music  
concerts/recitals.

**Principal Duties  
and Responsibilities** Recording of student recitals, faculty,  
recitals and guest artist recitals sponsored  
by the Music Department. Dubbing of  
recordings as necessary.

**Knowledge Skills and Abilities**

- |  |   |
|--|---|
| <input type="checkbox"/> Typing                            | <input type="checkbox"/> Filing                       |
| <input type="checkbox"/> Phone Coverage                    | <input type="checkbox"/> Photocopying                 |
| <input type="checkbox"/> Data Entry                        | <input type="checkbox"/> Cataloging                   |
| <input type="checkbox"/> Research Assistant                | <input type="checkbox"/> Operate Switchboard          |
| <input type="checkbox"/> Tutoring                          | <input type="checkbox"/> Scheduling                   |
| <input type="checkbox"/> Athletic Training                 | <input type="checkbox"/> Telemarketing                |
| <input type="checkbox"/> Maintenance                       | <input type="checkbox"/> Scheduling                   |
| <input type="checkbox"/> Receptions/Registrations          | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word               |
| <input type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Microsoft Access             |
| <input type="checkbox"/> Microsoft PowerPoint              | <input type="checkbox"/> Installing Hardware          |
| <input type="checkbox"/> Dreamweaver                       | <input type="checkbox"/> Internet Searches            |
| <input type="checkbox"/> Troubleshooting PCs               | <input type="checkbox"/> Graphic Arts                 |
| <input type="checkbox"/> Sports Information                | <input type="checkbox"/> Sports Statistician          |
| <input checked="" type="checkbox"/> Audiovisual Skills     | <input type="checkbox"/> Shelving Books               |
| <input type="checkbox"/> Library Circulation Desk          | <input type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Photography                       | <input type="checkbox"/> Food Preparation             |
| <input type="checkbox"/> Maintain Inventory                | <input type="checkbox"/> Cash Register Skills         |
| <input type="checkbox"/> Heavy Lifting Required            |   |

**Additional Job Qualifications**

Must be available for evening and  
weekend work.

**Expectations**

**Working Conditions**

**Other**

