



Job Description

Job Title:	Audio Engineer	Grade:	J
Department:	CPCO/WTVI	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

To provide Audio and technical support to production team

Characteristic Duties and Responsibilities:

1. Performs audio engineering duties for studio productions, post productions and field and studio production.
2. Recommends and select microphones, keep audio posts and production suites in good repair.
3. Solves a wide range of audio problems.

Reporting Relationships:

Direction Received: Reports to the Technical Director

Direction Given: No authority or responsibility for the supervision of others, project direction, or program

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution. A minimum of five years' experience in audio engineering and be an expert in Audio Pro Tools. Candidate must have the ability to interact with a wide variety of production guests and clients.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of television production, including policies and practices

Computer and communication skills

Proven ability to communicate effectively

Computer skills with office equipment and software

Ability to work within a strict deadlines

Ability to perform with accuracy while under pressure and without direct supervision



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Working Conditions:

Light physical effort involving standing, lifting, climbing, crawling, pushing, kneeling, stooping, reaching overhead and bending