Title: Recording Production Director

Pay Scale Group: 16

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, engineer recordings of College Conservatory of Music performing arts content including main stage for mass media distribution; establish and direct the newly created CCM product label for CD, DVD and on-line content distribution; direct CCM faculty on technical production protocol; oversee content creation from inception to final product delivery; manage engineering support staff and audio/visual editing, supervise quality control archival recordings and post-production editing activities.

Characteristic Duties

- Provide professional broadcast quality A/V production expertise for faculty and students.
- Post-production editing of mass media distributed content.
- Content mastering for mass production and distribution.
- Quality control of all performance audio productions.
- Establish production protocols.
- Schedule and supervise weekly production meetings.
- Install, troubleshoot and recommend various software programs in support of managerial and recording and production applications.
- Assign special audio and video production projects.
- Consult with clients regarding specific needs.
- Oversee unit’s cost recovery budget.
- Compile production reports.
- Provide estimates to clients on production costs.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Unusual Working Condition

- None

Minimum Qualifications

- Bachelor’s degree with three (3) years experience. Experience must be in a production audio/visual environment and may require at least one (1) year supervision.