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Governing Iowa's Public Universities

REGENT MERIT SYSTEM

CLASS CODE: 4051
PAY GRADE: 409

Audio Specialist

GENERAL CLASS DESCRIPTION

Under general supervision, assists producing organization or artists to produce optimum results from the sound systems required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operates a variety of audio tape recording equipment for various musical and other cultural performances; is responsible for professional quality recordings.

2. Is responsible for logistics, scheduling and staffing sound systems and recording equipment to insure optimum results.

3. Duplicates and edits recorded tapes from other recordings.

4. Gives technical advice to staff and performing artists

5. Performs maintenance of audio equipment as necessary.

6. Maintains schedule of activities to avoid time conflicts with various auditoriums and studios.

7. Monitors work of part-time student employees.

8. Operates central control board; adjusts recorders using various electronic equipment; operates closed circuit TV as necessary.

KNOWLEDGES, SKILLS AND ABILITIES

1. Ability to communicate effectively with staff, students and the public.

2. Ability to interpret and follow oral and written instructions.

3. Knowledge of audio equipment and techniques.

4. Ability to operate and perform routine maintenance on audio equipment.

5. Ability to exercise functional supervision over student workers and staff.

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UNI University of Northern Iowa

IOWA

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Audio Specialist

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MINIMUM ELIGIBILITY REQUIREMENTS

1. A. Three years post high school experience in testing, operating, construction, and maintenance of audio equipment, or
   B. Any combination of such related experience and training that totals three years.

2. Knowledge of music and sensitivity to various musical, artistic and theatrical production expressions, such as art/technology and electronic music.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Last Revised: October 1, 2009