

Wright State University
CLASSIFIED JOB SPECIFICATION
Audio Engineer, Sr.

I. JOB INFORMATION

Job Title: Audio Engineer, Sr. (CS 06)

Job Class: 31212 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction, supervises the daily operation of audio-visual support for university conferences and special events usually held in the Student Union and the Nutter Center.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Supervises staff and delegates job duties. Assists in the development and implementation of departmental goals and objectives.
- Maintains supply levels. Operates and maintains audio-video systems. Plans, organizes and directs most audio engineering processes.
- Selects, operates, and maintains state of the art sound reinforcement systems, public arena sound systems, digital and analog recording systems, arena lighting, fixed and automated theatrical lighting systems and overhead stage rigging systems.
- Analyzes acoustics and troubleshoots system failures.
- Coordinates related work issues with other departmental personnel.
- Provides preventive maintenance and repair, including documentation for all equipment.
- Develops specifications for and recommends purchases of new equipment to maintain a high level of technological capability in the unit.
- Monitors departmental expenditures and provides input in the development of the annual budget.
- Participates in long-range planning activities. Attends departmental meetings and retreats.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A bachelor's degree and one year of (FT) related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a high school diploma

and over five years of (FT) related work experience. Experience with corporate audio-visual management and staging, professional sound reinforcement and stage lighting systems, theatrical stage rigging techniques, the operation of public arena sound systems, videoconferencing/teleconferencing equipment, and PC/ MAC computer skills. Previous supervisory experience. Ability to calculate basic math. Excellent interpersonal, verbal and written communication skills. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to train employees.

V. WORKING CONDITIONS

There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles. CDL – Commercial Drivers License.

VIII. JOB SERIES

31200

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.