Sound Technician
UCLA Department of World Arts and Cultures
August 1, 2006
For application information, see official posting coming up on Aug 9 www.chr.ucla.edu

100% time; 11 months

Responsibilities:
Maintain, and install sound recording, reinforcement and playback equipment; provide audio services for live performance and public events; edit and mix sound, music and effects into final composite mixed sound tracks; and perform other related duties.

Oversee sound support for events and classes. Review sound setup proposals from outside professional groups, as well as faculty, students and staff. Evaluate sound needs of projects and prepare written sound support package plans, with necessary documentation. Propose microphone schemes, with types and locations of microphones and monitors, and cable needed. Propose schedules, budgets and time setup estimates and lists of equipment. Secure rentals, install equipment in performance venues, coordinate audio equipment operation with event managers and technical director, test equipment, perform sound checks according to production/technical schedule, supervise and/or operate sound system.

Consult and advise on audio packages for performance venues. Supervise student crew. Install and test systems for frequency response, hum and noise level, uniformity of coverage and loudspeaker polarity. Operate "House" and "Performance” audio systems in studios and performance spaces.

Provide audio/video services for instruction, including assisted listening stations in classrooms. Record departmental events. Prepare live recordings of voice and instruments in performance venues, classrooms or studios, for faculty and graduate students. Record, mix and do post-production editing of prepared and/or live sound.

Provide additional technical services including: assist with computer and video labs, maintain small equipment, assist with checkout of keys and/or codes, deliver or pick up equipment, assist with schedules. Assist instructors with the proper use of equipment. Check out equipment to faculty and students. Manage department inventory of audio equipment.

Oversee security of audio equipment, including recommending security systems. Monitor use and maintain audio equipment in studios and classrooms. In coordination with video lab and computer support staff, plan, design and manage audio workstations for student and faculty use, including the installation and testing of software, and set up logon procedures as needed. Do ongoing research on current trends in hardware and software, and submit proposals for upgrades.

Offer audio workshops for students and faculty on various audio related topics.

Skills, Knowledge and Abilities
Knowledge of digital signal processing equipment. Experience with analog and digital audio mix consoles including Yamaha DM2000 and Allen & Heath GL 824C (or similar, such as Soundcraft Series 2). Ability to manage system-wide audio signal processing (equalization, delay, effects, reverberation, dynamic processing) of the audio signals using digital signal processing and dynamics equipment. Experience operating wireless microphone systems. Experience setting up and operating sound in various types of professional performance venues, including outdoor venues, concert halls with sound systems requiring non-traditional setups. Knowledge of intercom systems and infrared assisted listening systems. Ability to take initiative and prepare plans independently. Ability to work collaboratively with a wide range of people. Ability to lift 35-lb equipment overhead. Ability to climb ladders and use personnel lift. Ability to clearly explain use of software and audio equipment to inexperienced users. Knowledge of acoustics, especially as related to speaker and monitor and microphone placement. Experience in reviewing sound packages for professional groups. Ability to negotiate services. Ability to prepare equipment budgets and justification. Experience working in a sound equipment rental house. Experience coordinating video, lighting and audio components in performance and recording spaces. Experience with video equipment (camerawork, editing and live switch operations). Understanding of and experience coordinating with theatrical lighting and sets. Knowledge of audio editing software (e.g. Protools sound mixing, Performer or Cakewalk sequencing, FinalCut Pro video and sound mixing). Experience in studio and field recording for performance tracks and audio for video.