

Job task analysis

[Business](#)



Andrea Isom Sr. Assignment 1: Job Task Analysis & Recruiting Audio

Recording Engineer I'm Saving Myself Studios Part I Company Description It's hard to get into the minds of teens today.

In our community alone we have watched teens die or get locked up at early ages. The best way to reach teens nowadays is through music. There are so many young aspiring rappers & singers in our community and it is up to us to recognize their talent and nurture it so that it may hopefully change their lives for the better. I'm Saving Myself studios, based in Benton Harbor, Michigan is a brand new state of the art recording facility that will give aspiring musicians the opportunity to record their own positive music for a low discounted rate as long as they are apart of the program. I'm Saving Myself will also provide artist development tools such as rehearsals and voice lessons to enhance their career. Part II Job Task Analysis General Information Position Title: Audio Recording Engineer Reports To: CEO Primary Functions In order to give the state of the art music recording experience, we have to provide a state of the art sound.

Sure anyone can by himself or herself recording software & a beat machine but does that make them a professional? We must have an engineer that will provide us with professional editing, recording, mixing & mastering techniques. The recording engineer will work closely with the producers & the artist to ensure the quality of sound they are looking for. Requirements * Training in vocational school or an associates degree * Must have knowledge of operating P. C. & Mac computers * Must have a good ear for balance (mixing) Must be able to successfully operate the Pro-Tools system * Strong work ethic and an incredible attention to detail * Must be intimately familiar

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with all of the equipment in the studio and how each piece of equipment affects the sound of the recorded audio * Must be able to work fast * Have strong communication skills * Must be dependable * Must be able to tolerate stress Relationships The Audio Recording Engineer will work closely with the music producer and the artist. This will always be a 3 person collaborative to accomplish a high quality record.

The A. R. E. will be responsible for getting the mixes done on time. It's also up to the recording engineer to be totally confidential between different artists. No sharing of music will be tolerated.

Duties/Tasks * Engaging with producers, artist, and others to determine and achieve the desired sound for the production * Setting up, testing and adjusting recording equipment for recording sessions * Regulating volume level and sound quality during recording sessions, using control consoles. * Preparing for recording sessions by performing activities such as selecting and setting up microphones. Mixing and editing voices, music, and taped sound effects for live performances and for prerecorded events, using sound mixing boards. * Synchronize and equalize prerecorded dialogue, music, and sound effects with visual action of motion pictures or television productions, using control consoles. * Keep logs of recordings. * Record speech, music, and other sounds on recording media, using recording equipment.

* Create musical instrument digital interface programs for music projects, commercials, or film postproduction. * Report equipment problems and ensure that required repairs are made. Tear down equipment after event completion. * Confer with producers, performers, and others to determine

and achieve the desired sound for a production, such as a musical recording or a film. * Reproduce and duplicate sound recordings from original recording media, using sound editing and duplication equipment.

* Prepare for recording sessions by performing activities such as selecting and setting up microphones. * Separate instruments, vocals, and other sounds, and combine sounds later during the mixing or postproduction stage. Complexity Understanding what the artist wants It is important that the Audio Recording Engineer understands the project and what the artist is trying to accomplish. As engineer it is your duty to know when and when not to say anything about the production. It is not your job to critique or voice your opinion but at the end of the day provide the quality sound expected.

Never show favoritism Sitting in the studio all day you will come in contact with great and not so great talent. But, we trust that you will respect and treat each artist the same. That goes for attitude, communication and produced work. Supervision Given The Audio Recording Engineer will not be responsible for supervising anyone in the I'm Saving Myself studio. This position may or may not have an assistant but this will solely be at the A. R.

E. ' s request. Equipment Used Preamps: * Focusrite Red 7 * Focusrite ISA 428 System: * Pro Tools HD version 8 * Reason * Apple Mac Pro * Apple 24" Display Speakers: * JBL LSR 4328p with JBL LSR Subwoofer * JBL LSR 4326p Microphones: * Neumann U87 * Sennheiser 421 Environment Works in an office environment. (Yes / No) Works in noisy environment. (Yes / No) Exposed to machinery with moving parts.

Yes / No) Works outdoors. (Yes / No) Travels at high speeds. (Yes / No) Works in high places. (Yes / No) Works in low temperatures. (Yes / No) On Call 24 hours a day.

(Yes / No) Part III Organizational Chart Part IV Compensation Budget

Compensation Plan | Amount | Base Salary | \$41, 510 | Incentive

Compensation | \$492 | FICA(1) | \$3, 347 | Retirement Saving Plan | \$1, 663 |

Healthcare | \$6, 507 | Disability | \$306 | Time Off | \$5, 385 | Total

Compensation | \$59, 210 | Part V Interview Questions Communication 1. In

this position you must have the ability to listen to and understand

information and ideas. How important is Oral Comprehension to you? 2. This

position can cause many days of hard decision making How do you handle

stress in the workplace? 3. You are required to maintain constant

communication with artist & producers. Have you ever had difficulty dealing

with artist & music producers? Equipment Knowledge 4.

Pro-Tools is the industry standard for music production currently. How do you

feel about learning or adapting to new equipment? 5. Technology has taken

over the recording studio. Do you prefer digital or analog technology? 6.

Studio technology changes often How much time are you willing to spend to

master new technology? Job Performance 7. Artist set different goals &

deadlines for production to be finished How comfortable are you to make

sure work get done on time? 8.

As a professional its always good to be a mentor to someone else Are you

willing to take individuals under your wing & share your skills with them? 9.

This position may require you to be in the studio long hours How dedicated

are you to getting work done? Are you willing to sacrifice your personal schedule to complete task? 10. There are those who love what they do, and there are those who do because they have to How passionate are you about your career & future? References: Advice for Aspiring Recording Engineers – Intern. " Artists House Music. Youtube.

<http://www.youtube.com/watch?v=PYK8JhmOaoY>; feature= related) Audio Recording Engineer Panel 5. " Khaliqovision. YouTube.

(<http://www.youtube.com/watch?v=xM91ddkEThQ>&feature= related) Essential Engineering Techiques with Drew Malamud. " Artists House Music. YouTube. ([\[youtube.com/watch?v=UZZ0REZCHIA\]\(http://www.youtube.com/watch?v=UZZ0REZCHIA\); feature= related\)How to Be an Audio Recording Engineer. " Artists House Music. YouTube. \(\[\\[youtube.com/watch?v=6LUG-8v4Pyg\\]\\(http://www.youtube.com/watch?v=6LUG-8v4Pyg\\)&feature= related\\) Jeff Wright Recording Engineer. " Trebas Institute. YouTube. \\(\\[\\\[youtube.com/watch?v=2m7FchpflRI\\\]\\\(http://www.youtube.com/watch?v=2m7FchpflRI\\\); feature= related\\\) Recording Engineers Then and Now. " " Sound Engineering Technician Job Description. " Gadball. com. YouTube.\\]\\(http://www.</p></div><div data-bbox=\\)\]\(http://www.</p></div><div data-bbox=\)](http://www.</p></div><div data-bbox=)

(<http://www.youtube.com/watch?v=jD7qPhR1qvM>&feature= related) Sound Engineering Technician Job Description. " CareerPlanner. com.

(<http://www.careerplanner.com/Job-Descriptions/Sound-Engineering-Technicians.cfm>)

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