BERKLEE COLLEGE OF MUSIC

Position Description

Job Title                   Chief Engineer
Date Prepared              July 1, 2015
Department                 Valencia Campus
Manager’s Title            Director of Academic Technology

Job Description
The Chief Engineer at Berklee College of Music in Valencia, Spain, oversees the technical and operational aspects of the recording studios, professional audio and video systems. The person in this position provides leadership for the engineering staff, and reports to the Director of Academic Technology.

Duties and Responsibilities:
- Lead the Engineering Department (staff engineers, fellows, graduate assistants) in all aspects of technology and operations of the studio facilities
- Oversee the rigorous implementation and modification of policies to ensure a world-class, professional-level studio environment
- Create proposals for system upgrades for the improvement of technology facilities
- Execute and oversee equipment maintenance and repair
- Implement changes to facilities, particularly between semesters (installing/configuring/updating new audio/video hardware, ensuring that facilities are prepared for each semester’s start)
- Collaborate with faculty to ensure studio facilities and operations meet the curricular requirements of all departments at both the graduate and undergraduate level
- Work closely with the Academic and Information Technology Manager and the Production Manager to coordinate and provide A/V and technical support throughout the campus and for events both on and off campus
- Keep detailed records of all studio and technology lab hardware information
- Coordinate on-call structure for all studio operational hours
- Make purchasing suggestions and coordinate with vendors based on industry expertise, experience and professional connections
- Engineer sessions, as required
- Provide technical support for events, as needed
- Provide training to staff and faculty on both advanced and introductory level topics
- Provide vision and strategic thinking to improve the experience for all studio clientele
- Collaborate with the Academic Technology leadership to create long-range technology resources forecasts and strategy
- Teach a course, as needed and/or appropriate to skills of the candidate
Knowledge and Skills Required:

- 5-10+ years of experience in a professional recording environment as a technician/technical engineer (experience in an academic environment a plus)
- Professional experience as both a recording and mix engineer
- Mastery of complex digital audio, video systems, and information technology networking systems as both a technician and end user
- Expertise in troubleshooting and repairing audio, video equipment and information technology networking systems
- Expertise in studio recording, live sound reinforcement, and audio and video networking and streaming
- Solid understanding of electrical engineering
- Strong leadership skills and management experience
- Mastery of Digital Audio Workstations (Pro Tools, Ableton Live, Digital Performer) and other relevant software and hardware.
- Mastery of analog audio systems (wiring, installation, and operation)
- Mastery of digital video systems and experience with professional level cameras, mixers, capture devices and switchers
- Mastery of digital and analog consoles. Technical experience and familiarity with Avid System 5 console a plus.
- Must work well under pressure, both independently and as part of a group
- Ability to work non-traditional hours and to be on-call for the campus studio staff
- Strong proactive approach to solving problems
- Strong interpersonal, communication, project management and organizational skills
- Flexibility to adapt to changing surroundings and situations
- Ability to travel occasionally
- Bachelor’s degree in appropriate and relevant discipline, Master’s degree preferred
- Fluency in English, Spanish a plus

Interested candidates should submit:

- Cover letter explaining qualifications
- Curriculum Vitae
- Contact information for at least three professional references

Candidates may be asked to submit additional materials at a later date.

Electronic applications only. Please use email attachments in PDF format and send to valenciajobs@berklee.edu. Address your cover letter to: Chief Engineer Manager Search, Attn: Chief Engineer Search Committee.

The anticipated start date for the position is June 1st, 2016.
Review of completed applications will begin on October 1, 2015. The search will remain open until the position is filled. Applicants that are not selected to advance farther in the search process will be notified by November 3, 2015.

*Berklee College of Music is committed to increasing the diversity of the college community and the curriculum. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.*