

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Recording Studio Technical and Operations Coordinator/1369**

Function and General Scope

Positions assigned to this class are responsible for collaborating on and supporting the audio recording, production-related work, production instruction of the music program and for providing recording engineering and technology expertise for the music department and other units. Typical duties include, but are not limited to, overseeing all aspects of the audio recording studio complex including recording-connective components; assuring completion of appropriate documentation for all processes and results; scheduling studio use; ensuring high quality audio production for various projects; collaborating with faculty, staff and outside users; assisting with the development of annual budget requests and analyses; initiating expenditure processes within budget guidelines; and overseeing and training students, faculty and other staff.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in communications or other relevant field AND two (2) years of professional level experience in sound recording and audio production. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.