Job Description

**RECORDING ENGINEER**

*(June 17–August 10)*

The Recording Engineer is responsible for recording all assigned performances at BUTI. Specific responsibilities include:

- Record and edit all performances and concerts as outlined in the BUTI performance calendar. This includes setup and breakdown before and after each project.
- Archive and organize recordings, uploading finished recordings to online storage in various formats including wav and mp3.
- Record special projects as assigned, including Composition/Orchestra readings, and advertising materials production.
- Provide assistance to Tanglewood Music Center engineers as needed in preparation for BUTI concerts at Seiji Ozawa Hall.
- Set up in-house PA system at BUTI West Street Theatre and provide training to staff as needed.
- Other duties as assigned

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.

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