

JOB DESCRIPTION

CHRISTIAN COPYRIGHT LICENSING INTERNATIONAL

TITLE: Music Engineer
DEPARTMENT: Creative Services
DATE: November 02, 2009

PURPOSE AND SUMMARY

The Music Engineer I critiques and engraves digital music files and produces digital audio files for CCLI products and services; examines and edits peer and vendor engraved digital music files; interacts with internal and external contacts; performs related work as assigned.

QUALIFICATIONS

(at the time of hire)

A Music Studies or closely related college degree and a minimum five years of experience in music engraving and arranging; extensive understanding of church music; strong aptitude with personal computers and ability to learn new software programs; proficient with music notation and audio editing software; detail and accuracy oriented; well organized; strong written communications skills; grammatically adept; adaptable to changing assignments and workloads; able to work independently toward a defined objective; team oriented; general understanding of the music industry helpful; understanding of church worship activities and Judeo-Christian values required.

REPORTING RELATIONSHIPS

- Reports to Department Manager
- Has no supervisory responsibility

RESPONSIBILITIES

Principal duties include:

1. Critiques, engraves and arranges as necessary digital music files (lead, chord and vocal sheets) from a variety of source product including published and unpublished music. May transcribe music from sound recordings.
2. Determines chord spellings, song length, rhythmic notation and other musical preferences in accordance with established parameters.
3. Examines peer and vendor engraved digital sheet music for notation accuracy and consistency with the source product, lyrics for spelling and grammatical accuracy, and edits as necessary.
4. Previews and selects digital audio recording masters for best representation and sound quality and produces time-limited digital audio files.

Music Engineer I, continued

5. Collaborates with manager, peers and vendors regarding engraving styles, techniques, notation software and related matters.
6. Attends meetings and performs other duties as assigned.

ACCOUNTABILITIES

1. Assures musical and lyrical accuracy in digital sheet music critique and engraving and in proofing and editing peer and vendor engraved lead sheets.
2. Adheres to parameters for consistency in digital sheet music layout and presentation.
3. Assures superior sound quality in digital audio files by adhering to established guidelines; including song selection, segmentation, normalization, mastering and sound restoration.
4. Meets or exceeds productivity goals for digital sheet music critique and engraving, examination and editing, and production of digital audio files.
5. Communicates professionally, diplomatically and in a timely manner with co-workers, vendors and external contacts as assigned.
6. Contributes to a strong teamwork environment.
7. Provides timely and accurate support for new projects as assigned.