

Assistant Audio Recording Engineer (Classical) and Production Assistant

Position: Assistant Audio Recording Engineer and for live Classical music recording work in a broadcast mixing environment; Production Assistant to the Artistic Team.

Position Status: Paid Internship through the New England Conservatory

Reports to: Executive Director and Artistic Projects Manager

Updated: September 3, 2025

Emmanuel Music's Mission:

Learn more at www.emmanuelmusic.org

Emmanuel Music engages with audiences and musicians to explore the enduring questions of our shared human experience, building on our core commitment to the music of J.S. Bach.

About Emmanuel Music:

Emmanuel Music is a 501(c)3 nonprofit, professional orchestra and chorus. Through performance, education, and community engagement, Emmanuel Music occupies a unique niche in Boston's Arts landscape: a living laboratory for the music of J.S. Bach, a resource for new music by living composers, and a destination for people to experience over 40 free performances each season for 55 years.

Job Description:

As Emmanuel Music's Assistant Audio Recording Engineer you will work directly with the organization's in-house recording & live mix engineer. Your primary responsibilities will be maintaining the Emmanuel Music Recording Room for the Sunday Cantata Series assisting on performances that are mixed live-to-stream and multi-tracked on-location from the church sanctuary. **Most work occurs on Sunday mornings between 8:45am and 12:45pm on site at Emmanuel Church, 15 Newbury Street where Emmanuel Music is in residence.** You may also be assisting the Production Team with some light stage management work when not needed in the studio. Additional work may be requested, as hours and availability permit, for the organization's mainstage concerts in December and March, as well as during their January Winter Intensive Bach Institute.

EMMANUEL MUSIC

Ryan Turner, Artistic Director

Responsibilities include:

1. Maintain and support operations of the recording facilities and Servoreeler infrastructure.
2. Assist in-house and guest recording engineers in session setup, production, and breakdown
3. Assist in studio patching, positioning mics, operation and troubleshooting of audio equipment.
4. Log, collect, and file session documents including releases, input sheets, and master sound recordings.
5. Communicate with video crew, guest engineers, and musicians. Demonstrate production workflows and confidently uphold studio policies.
6. Create sessions in AVID ProTools and recall / zero out the studio console.
7. Additional responsibilities as needed by the In-House Audio Engineer and Production Team.

Benefits of this position include:

1. Hands-on experience with audio engineering, including a newly installed Servoreeler system, in addition to the daily management of an arts nonprofit.
2. Access to Emmanuel Music rehearsals, performances, and events.
3. Working closely with artists and arts administration professionals across all departments.
4. Access to staff for support for career-advancing resources such as resume reviews and letters of recommendation.
5. Inclusion in an alumni network of work-study students, interns, and ambassadors.

This position will begin in Fall 2025. The organization's first Cantata performance is on Sunday, September 21 with the Paid Internship beginning Sunday, October 26.

Qualifications:

- Strong administrative, organizational, problem solving, and troubleshooting skills.
- The ability to work calmly under pressure and take direction from multiple people.
- Reliability.
- Must be able to lift up to 50 pounds.
- Basic knowledge of concert live-streaming, audio-for-video, and/or audio post-production workflows.
- Understanding of audio signal flow, condenser microphones, preamplifiers, and best practices.
- Basic experience operating studio equipment, outboard hardware, macOS, and modern mixing consoles, multi-tracking and editing with AVID ProTools preferred.