

Music Studio Manager Tufts University

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Posted Aug. 28, 2025, set to expire Jan. 9, 2026

Job Title	Music Studio Manager
Department	Department of Music
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Music - General Communications/Information Systems
Job Website	https://jobs.tufts.edu/jobs/22257?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The [Department of Music](#) at Tufts University is a vibrant musical community with courses in music history and theory, ethnomusicology, composition, and performance. The department offers many courses for non-majors, an undergraduate major, and master's degrees in composition, ethnomusicology, and musicology. With over a dozen ensembles, the department produces over 180 events a year. The Perry and Marty Granoff Music Center includes a 300-seat recital hall, music library, classrooms, offices, world music room, multi-media lab, seminar room, studios, practice rooms, large and small rehearsal rooms, and offices. Outreach activities include our Community Music Program, a series of children's concerts, mentoring programs in local schools, and an afternoon Sunday Community Concert Series.

This is a 25 hour/week position that is expected to be in person/on campus, including some nights and weekends for specific events.

What You'll Do

The Granoff Music Center Studio Manager supports the technical production needs of the Music Department, overseeing approximately 200 events annually, including performances, lectures, masterclasses, and VIP engagements. This role manages a student technical team, maintains AV systems, and collaborates with Tufts Technology Services (TTS) to ensure high-quality support across multiple campus venues.

Key Responsibilities:

- Oversee technical production for Music Department events, including live sound, recording, streaming, and post-production across venues such as Distler Performance Hall, Fisher Performance Room, Cohen Auditorium, and Goddard Chapel
- Hire, train, and supervise 9–12 undergraduate Music Events Technical Staff to support day-to-day technical operations
- Manage student staff scheduling and provide hands-on training through documentation, mentoring, and peer-to-peer learning
- Serve as lead technician and front-of-house mixer for high-profile events involving renowned artists, public figures, and university officials
- Provide technical support for curricular activities, including in-class presentations, recording sessions, and music engineering projects
- Maintain and upgrade professional AV systems and equipment inventory; manage the Distler Tech Booth budget

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- Develop and maintain documentation for systems and procedures
- Supervise post-production workflows and maintain an archive of recorded media
- Collaborate with TTS to support classroom AV systems, computing resources, data storage, and networking needs
- Act as liaison with TTS for issues beyond the scope of the Studio Manager's expertise

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by completion of a Bachelor's degree in Audio Engineering or equivalent
- Minimum 3 years of experience in a recording studio or similar facility and/or running live sound for concerts and events
- Proficiency in live sound mixing for complex musical performances, including monitor mixes
- Experience with multitrack audio recording, post-production mixing, and streaming with accurate audio/video sync
- Familiarity with Dante, AES67 audio networking, and Yamaha mixing consoles
- Skilled in REAPER, Pro Tools, and iZotope RX software
- Experience with Sony PTZ cameras, Wirecast, Vimeo, and Da Vinci Resolve
- Understanding of color balance and visual composition
- Experience managing technical crews and mentoring undergraduate students
- Ability to work independently and manage a complex workload
- Proficiency with Mac and Windows systems, AV systems, and networking (wired/wireless)

Pay Range

Minimum \$60,000.00, Midpoint \$75,000.00, Maximum \$90,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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