

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Library Studio Coordinator**

**Department: Public Library**

**Pay Grade: GS.10**

**Supervision Received From: Assistant Director Library**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 2/9/22**

**Revision Dates: 4/2/25;**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for representing the Chattanooga Public Library by applying specialized knowledge to provide excellent internal or external customer service in assisting patrons or executing Library operations. Work requires limited supervision.

**SERIES LEVEL:** The Library Studio Coordinator is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Delivers consistently excellent customer service while supporting the Library mission to be the community's catalyst for lifelong learning through inspiring communication, integrity, and passion.

Displays professional acumen by being knowledgeable about Library industry practices, services; and patron-facing consumer and prosumer hardware, software, and other technology.

Internalizes the mission by taking the initiative to self-educate in professional development and skills.

Advances the mission using common sense and critical thinking to achieve goals while amplifying team coherence.

Proposes improvements to Chattanooga Public Library operations and services.

Coordinating and facilitating open studio times.

Proposes, develops, implements, administers and evaluates specialty programs and services; manages the studio schedule, answering questions about studio operations and providing tours.

Operates any necessary devices and machines in the course of Library Studio operations including regular maintenance and updates (hardware and software), repairing equipment, cleaning and requests for replacements or new equipment.

Participates in operation-wide inventory management.

Assists patrons by providing solutions to informational requests and evaluating resources in order to match information needs with studio materials.

Provides hands-on instruction related to studio recording to patrons.

Trains patrons based on their interest in, but not limited to podcasts, recording music, voiceovers, sound for picture, mixing, mastering, microphone techniques and releasing their projects for streaming or physical medium.

Enables patrons to operate equipment and meet their informational needs; troubleshoots problems or instructs patrons in the use of software and hardware.

Co-produce the weekly show “Live in the Library”.

Responsibilities include coordinating set up, recording and mixing for local and regional musical acts through partnership with WUTC.

Prepares and compiles a variety of statistics related to library operations in the assigned area of responsibility.

Understands performance metrics and makes an effort to improve them.

Participates in a variety of meetings, committees and/or other related groups in order to receive and convey information.

Travels to various locations to present programs and services.

Listens to feedback and takes constructive action.

Gives basic direction and feedback to other Library employees including studio volunteers.

Prioritizes patrons and tasks with attention to detail.

Communicates effectively at all levels.

Considers the impact of actions on an individual, team and the organization.

Actively participates in the Library Safety Program.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field and at least two (2) years of similar library experience, to include serving as a studio teacher and working with the general public; or any combination of equivalent experience and education. Proficiency with the Polaris ILS system is preferred, as is a Master's Degree in Recording Arts or Music Technology.

Preferred experience for Library Studio Coordinator position include three to five years in digital audio recording, instructing the public in the use of digital audio equipment, and recording studio teaching experiences from introductory levels to college- level.

#### LICENSING AND CERTIFICATIONS:

A valid Driver's License, depending on assigned area.

#### SUPPLEMENTAL INFORMATION:

Knowledge of studio software including five digital audio workstations and studio audio processing plugins; Certified Avid Pro Tools instructor, and Mac computers. Maintain knowledge and proficiency in the studio's hardware, including the C24 console, external microphone preamps and the digital to analog/analog to digital converters.

Understanding of music theory, live sound and recording music.

Knowledge in customer service principles, middle to advanced level knowledge of the use of cloud computing, and teleconferencing.

Skill in prioritizing work; the use of computers and mobile devices; significant accuracy and strong attention to detail; conceiving and creating technical training and educational content; managing and maintaining databases.

Providing customer service; evaluating information sources for reliability, accuracy and appropriateness; performing computer and device troubleshooting; retrieving, organizing and disseminating information; conducting informational searches; prioritizing, organizing and managing multiple simultaneous projects; reading, applying and explaining rules, regulations, policies, and procedures; preparing clear and concise reports; gathering and analyzing information.

Skill in interpersonal communication with coworkers, supervisors and patrons sufficient to provide a high level of customer service and receive complex work direction in order to collaborate at a high level.

#### PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up to 10 pounds of force frequently, 25-50 lbs occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.