RECORDING ENGINEER APPLICATION

The following application must be completed by all recording engineers wishing to conduct business at the Thornton School of Music. Materials may be submitted in person to the Production Office (AHF B49, downstairs from Newman Hall) or mailed to the following address:

University of Southern California  
Attention Heather Hall  
820 West 34th Street, BMH 101  
Los Angeles, CA 90089-0851

CONTACT INFORMATION >>

Name: ___________________________________________  Company: _________________________________________
Phone #: ________________________________________  Mobile/Pager #: ________________________________
E-mail: ___________________________________________  Student? yes ______  no ______

ATTACHMENTS >>

All of the following documents/materials must be attached in order for the application to be processed. Please staple in the following order:

☐ RESUME  
Please provide a standard resume. Include your educational background, recording experience, and a list of works produced.

☐ WORK EXAMPLE / DEMO  
Please provide a CD demo with at least three (3) examples or your recording work. At least two (2) must be classical.

☐ GEAR LIST  
Please provide model/make and a description of the gear you commonly employ for recording engagements (mics, pre-amps, mixing board, converters, recording/mastering package, etc.).

☐ RATE REFERENCE  
Please provide examples of your quoted rates and a detailed description of the services rendered for each rate. Please keep in mind, you may not use any TSOM recording equipment.

REFERENCES >> (3 required)

REFERENCE 1:  
Name: ___________________________________________  Phone #: ________________________________________
E-mail: __________________________________________  Relationship: __________________________________

REFERENCE 2:  
Name: ___________________________________________  Phone #: ________________________________________
E-mail: __________________________________________  Relationship: __________________________________

REFERENCE 3:  
Name: ___________________________________________  Phone #: ________________________________________
E-mail: __________________________________________  Relationship: __________________________________
Please review and sign the attached Recording Engineer Approved Vendor Guidelines. Once all materials have been received, they will be forwarded to a faculty committee for approval. Results will be sent via email.

**GUIDELINES >>**

These guidelines will serve as a code of conduct for all recording engineers authorized to do business at the USC Thornton School of Music. A signed copy of this contract must be on file with the Production Office before you are allowed to work in any of our venues.

**I. CALL TIME:** Recording engineers must report to the recital or event location at the start of the scheduled venue reservation. The engineer must meet with the on-duty Stage Manager(s) at the time of arrival to go over the evening schedule and to discuss any special circumstances and/or set-ups. At that time, the stage manager will issue a name tag to the engineer for identification purposes.

**II. MEDIA/EQUIPMENT:** The Engineer is required to bring his or her own equipment and recording medium to the recital/event. This includes DAT, ADAT, CD-R, CD-RW, HD or any other digital or analog recording medium. The recitalist or event coordinator is not responsible for purchase of the recording medium. Under no circumstances may an Engineer charge the recitalist or event coordinator for use of TSOM equipment.

*Note: You will need at least one 100’ cable*

**III. ON TIME PREPARATION:** Recording set-up in public spaces (i.e. house, hallways, etc.) should be completed by the time the house opens. Set-up may continue backstage after this time, but all efforts should be made to have set-up complete 30 minutes prior to performance downbeat. Set-up locations vary per venue, please confirm with stage manager upon arrival.

**IV. MASTER COPIES:** The engineer must provide two (2) edited master copies of the performance on CD. This enables the performer to retain one copy and send another copy out for duplication. The files should be edited to remove extraneous noise, and handles should be removed from the front and back of each track.

**V. LABELS + DOCUMENTATION:** Both master copies and cases should be labeled. The CD and case labels must include performer(s) name(s) and the performance date. Both CDs must also be delivered with the following documentation: 1. Complete Track List, 2. Timings, 3. Sampling/Bit Rate. This documentation must be delivered on a printed full page sheet and on both CD cases.

**VI. PAYMENT + DELIVERY:** All payments should be made on delivery (COD). No cash can be paid to the engineer up front. No exceptions. Violation of this rule will cause you to be immediately removed from the list of authorized TSOM Recording Engineers. The final product (2 master copies) must be delivered to the performer within two weeks of the performance date. If the product is delivered after two weeks, the engineer will be placed on probation from the list. If the product is delivered after four weeks, the engineer will forfeit pay and will be permanently removed from the list.

**VII. REGULATIONS:** All recording engineers must also abide by the following regulations:

1. Engineers must remove all personal trash (including tape) from all work areas.
2. No Food or Drink allowed at any time in all Thornton venues.
3. All cables must be taped down. Black gaff tape must be used on stage and in highly visible areas. Tape must be provided by the engineer.
4. Engineers must abide by all Cal/OSHA regulations.
5. The on-duty stage manager is ultimately responsible for the management and preservation of each Thornton venue. Engineers must abide by all direct Stage Manager requests.
6. Prior authorization from the artist, marketing department, and Production Manager, is required for sales of any recording in a Thornton venue.

**AGREEMENT >>**

I, ____________________________, do hereby agree to abide by the above regulations. I understand that failure to comply will forfeit my ability to work as a Recording Engineer at the USC Thornton School of Music. In signing this document, I waive my right to modify the contract and waive my right to litigate action taken against me based on the terms of this agreement.

Print Name: _______________________________   Signature: ________________________________  Date: ______