

## **2021-2023 Biennium Internal Budget Proposal Narrative**

### **Division: CFPA: Music, Theater/Dance and PAC Facilities**

**Evaluation Criteria:** Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

#### **CFPA Sound/Recording Engineer**

- This is a revised version of a previously submitted budget proposal.  
*If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.*

The proposal was originally submitted for the 2019-21 Biennium Internal Budget Proposal and is being resubmitted because the need for a professional sound engineer still exists in the CFPA. A significant change to the proposal is the additional duties of the sound engineer to supervise the digitization project of the analog and DAT audio recordings of WWU music performances held by the WWU Music Library.

**Statement of Purpose:** *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

1). The Music and Theater/Dance departments do not have a full-time sound/recording engineer and cannot, on an ongoing basis, provide an adequate level of technical and logistical support for their productions. A full-time sound engineer for the CFPA would support all events in CFPA spaces as well as CFPA events in non-CFPA spaces. The sound engineer would be responsible for recording and mixing live concerts and productions and training and supervising students in sound engineering and recording.

The music department relies solely on student workers to meet the recording and technology needs of the department. The National Association of Schools of Music (NASM) standards require that the Institutional members shall maintain documents pertinent to the awarding of graduate degrees, including theses, dissertations, compositions, recital programs, and audio recordings.

- The proposal will ensure that there is consistent staffing with a professional sound/recording engineer to ensure management of student workers and the proper operation and maintenance of recording equipment in support of the creative and scholarly work of the faculty and students in the CFPA.
- 2). The Music Library has a large collection of recordings that must be digitized before the physical media decomposes and is no longer viable. With digitization, the audio files will be searchable and easily accessed by students and faculty.
- The proposal will provide the music department with a professional sound engineer with the required expertise to properly supervise the digitization of analog and DAT recordings to ensure the highest audio quality. The Music library archival collection of recordings date from 1969-2000 and include 2,975 7-inch open reel and 542 Digital

Audio Tapes (DAT). Recordings include university ensembles, faculty, guest artist, and student recitals.

**Anticipated Outcome(s):**

The sound/recording engineer will be responsible for the following duties: Operate and maintain equipment used to process and record sound and multimedia; set-up up and adjust microphones for live concerts and studio recordings for archival recordings and concert livestreams; operate mixers and audio control panels for live theater, dance, and music productions; work with students and faculty to produce high-quality audio and video recordings; convert analog recordings in the WWU Music Library to digital formats; edit recordings for students and faculty; maintain inventories of digital files for recordings and recording equipment; manage digital file back-up systems to prevent data loss in case of hardware failure; coordinate with student livestreaming video editing teams to ensure proper audio delivery and sync for video; provide necessary feed of audio for livestreaming video team during music department concerts; follow through with video teams to allow videos to be used for promotional and marketing material for the CFPA.

**Metrics:** *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

This sound/recording engineer will work directly with student workers in the Music and Theater/Dance Departments providing a high-impact experience for students that are interested in sound engineering and recording.

**How does this proposal align with your departmental/divisional strategic priorities?** *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

The Department of Music Strategic Plan and Mission Statement is under revision during the 2020-21 Academic Year in preparation for the NASM Re-Accreditation process to be completed in 2022. Initial faculty discussions and surveys of faculty include a strong desire to increase the department's focus on Music Technology, recording, and Sound Engineering.

**How does this proposal support the University Mission and Strategic Objectives?** *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

Adding a full-time sound/recording engineer will support curricular innovation, scholarship, research, and creative activity for students and faculty in the CFPA.

Goal #1 Western will provide a transformational education grounded in the liberal arts and sciences and based on innovative scholarship, research, and creative activity.

3). Increase support and infrastructure for all types of scholarship, research, and creative activity.

7). Provide technological and other academic infrastructure to support curricular innovation, research, scholarship, and creative activity, civic engagement and social justice.

**What are the consequences of not funding this proposal?**

- 1). The Department of Music is currently managing its recording and live streaming operations through student work-study. When these students graduate in 2022, the department will be without a staff member with the expertise to take over and new students would need to be found and trained to do this work. In the past, the department suffered a significant loss of recorded audio data when a hard drive that was not properly backed up failed.
- 2). The analog reel-to-reel recordings in the Music Library are nearing the end of their lifespan and will soon be unrecoverable. Without this position, the Music Library will have to prioritize which recordings to save, and/or delay and outsource digitization.
- 3). Productions in the CFPA that require a sound engineer are often produced with less-skilled student engineers with inconsistent quality.

**What alternatives were explored?**

Student workers, temporary staff and outside contractors have been hired to sound engineer and/or record productions. The results have been inconsistent with the different levels of expertise among the engineers.

The alternative to having a WWU sound engineer archive sound recording would be to submit the audio recording to an archival service which would be costly and would only allow a limited number of recordings to be digitized due to the expense. An example of an audio preservation service provider is George Blood: <https://www.georgeblood.com/servicesaudio>

**Which units (departments, colleges, etc.) will be involved?**

CFPA, Music Department, Theater and Dance departments as well as any unit that does a production in the Performing Arts Center or other CFPA facility.

**Equipment needed:**

None

*For major (>\$25k) purchases, please provide the following information.*

**Item:**

Click here to enter text

**Purpose:**

Click here to enter text

**Cost:**

Click here to enter text

**Anticipated Useful Life:**

Click here to enter text

**Replacement Cost if any:**

Click here to enter text

**Human Resources** *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>
<i>Media Technician (SG 53, Step F)</i>	<i>1</i>	<i>1</i>	<i>\$82,318</i>	<i>\$82,318</i>

*Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.*

**Operating & Maintenance Costs (include service contracts, installation costs, etc.):**

\$500/year

**Space Requirements:**

**What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)**

A work space with a computer and room to repair audio equipment.

**What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)**

A workspace for audio repairs and digital sound editing

**What needs can be accommodated within your existing space?**

The office space for the sound/recording engineer can be found temporarily in the Performing Arts Center. A long-term location for a recording/sound control room is needed.

**How much new space will be required?**

750 square feet.