

JOB DESCRIPTION: Audio Technician

REPORTS TO: Worship Director

CLASSIFICATION: Hourly
Up to 8 Hours per Week



Position Summary: The Audio Technician is responsible for implementing the technical aspects of the worship plan as set by the Lead Pastor and the Worship Director. This includes (but not limited to) mixing sound and working with Audio Booth volunteers. This includes (but not limited to) Sunday worship services, midweek evening rehearsals (usually Thursdays) and other special services that take place during the year. An important part of this job is to recruit and train volunteers or paid substitutes to support or fill in as needed.

Primary Responsibilities, Duties, and Performance Indicators:

Scheduled Hours

- Participates and is present for music team practices as scheduled by the Worship Director. If unavailable, ensure that the audio system is prepared for a trained and authorized substitute or volunteer to assist.
- Is present for most worship services on Sundays or other seasonal worship services. If unavailable, ensure that the audio system is prepared for a trained and authorized substitute or volunteer to assist.

Audio

- **Set up and operate the sound equipment:** This involves preparing microphones, speakers, amplifiers, and mixing consoles for live streaming and live performances, and Worship events.
- **Testing and troubleshooting:** Check audio equipment for clarity, tone, and volume, and resolve any technical issues that arise.
- **Mixing and adjusting sound:** Using specialized software and mixing consoles, balance and equalize sound sources to achieve the desired audio quality.
- **Collaborating with Worship Director, volunteers, and other team members:** Work closely with the teams to meet specific sound requirements for productions.
- **Maintaining and repairing equipment:** Regular evaluation and maintenance of audio gear to ensure smooth operations
- Provide Audio or coordinate support with volunteers team for funerals/weddings as scheduled. (Paid separately - \$100/funeral)

Volunteer Leadership

- Recruit, train and lead volunteers to operate the sound equipment.
- Update, maintain and develop instructions for Audio System Procedures.
- Foster and maintain healthy working relationships with staff, volunteers, and church members.

Technology and Equipment

- Assess and make recommendations for Audio system upgrades as needed.
- Maintain inventory of equipment.

Budget and Administration

- Prepare audio system budget recommendation annually and submit to Administrator.

Background, Skills, and Qualifications

- Two to five years related experience and/or training. A degree in audio-visual or related field is favorable, but not required.
- Must be able to lift 30lbs and maneuver large equipment for setup and takedown.
- Must be able to operate audio mixing board and related equipment.
- Experience working with a variety of audio equipment.
- Excellent verbal, written and interpersonal communication skills.
- Team player; Organizational skills; an eager learner; and a problem solver.

Authority and Freedom to Act: This position has the ability to make decisions regarding supply purchases within the expense policies and budget guidelines as approved by the congregation annually.

Accountability: This position is administratively responsible to the Worship Director but may be asked to complete other projects from the Pastor, Director of Youth and Family Ministry, or other staff members as time permits. This position will be reviewed annually.

Support: Support for this position will be provided by all co-workers on our staff and the Personnel Committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource for all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.