



AUDIO ENGINEER JOB DESCRIPTION

Reports to: Director of Digital Media & AV Operations

Part-Time (Estimated 10 hours per week)

Purpose: The Audio Engineer's primary responsibility is for organizing and facilitating sound engineering for worship rehearsals and services, and other ministry events and communication projects requiring support. This position aids in the training and support of all volunteers and staff as needed and works in tandem with the Media and Video Technicians.

Duties and Responsibilities:

Sunday and Live Streaming Worship Services, and Events:

1. Prepare for, organize, and support sound production for two of the three worship services, which many include the two live-stream services and assisting with leading pre-service run-throughs.
2. Sets up worship platform and chancel area for musicians and installs equipment, such as: microphones, speakers, monitors, connecting wires and cables, cable management, music and microphone stands, etc.
3. Operates sound equipment, which includes performing proper line sound check.
4. Soundcheck for all ensembles and soloists.
5. Tests and resolves any equipment issues for Sunday's worship and events.
6. Dials in proper monitor levels.
7. Mixes multiple audio sources for live worship and live streaming.
8. Setting up and testing equipment safely and on time (usually be in place 1 hour before event).
9. Worship centers and event areas ready 15 minutes prior to start of worship and event.
10. Consistently pursues excellence in sound production quality.
11. Watches for cues from Director of Digital Media and AV, Director of Worship Arts Ministries, Contemporary Worship Music Director, and from Pastors and other worship leaders.
12. Responsible for breaking down and storing all appropriate audio equipment.

Administrative Duties:

1. Regularly tests equipment and software for proper functionality.
2. Tracks malfunctions and proposes solutions to Director of Digital Media and AV.

Support Tech Team Duties (Sound):

1. Works with "side-by-side" with the Director of Digital Media and AV, and Media and Video Technicians for cohesive worship services and events.
2. Communicates well and consistently with volunteers to keep them "in the loop."

Collaboration, Craft and Community Duties:

1. Consistently hones personal production skills and stays informed with technical advances.
2. Responds to emails and calls within 24 hours.
3. Shows commitment towards staff values.

Accountability: Reports to the Director of Digital Media and AV, and is accountable through the Director of Music and Worship Arts Ministries, Senior Pastor, and Personnel Committee.

Knowledge, Skills, and Abilities Needed:

1. Possess a working knowledge, experience, and is proficient using software, such as: Planning Center Online, Logic, MainStage, Avid Pro, Ableton Live, Pro Tools, GarageBand, and other DAW recording software for worship services and events.
2. Possess a working knowledge, experience, and is proficient using hardware, such as: Midas/Behringer Ecosystems, onstage monitor mixers, digital snakes, Mac and Windows computers, and professional microphones and handheld wireless systems for worship services and events.
3. Proficient in audio routing.
4. Think creatively for current and future desires and needs of Technical Arts Team Ministry; is willing to step “outside the box” using the sound mix for the purpose of enhancing the church.
5. High-capacity operator – someone who shows capacity to juggle a lot of tasks simultaneously and enjoys doing so.
6. Ability to demonstrate initiative and drive.
7. Great ear for sound.
8. A commitment to excellence.
9. Excellent interpersonal skills when working with staff and volunteers.
10. Professional self-starter with a growth mindset.
11. Growing understanding of the technical field with the ability to research and recommend the best solution to technical issues.

Qualifications:

Minimum qualification:

1. High School Diploma, Associate’s degree (A.A.), or equivalent from two-year college or technical school; or two-to-three-years related experience and/or training; or certificate in audio technology; or equivalent combination of education and experience.

Personal Characteristics:

1. Personal characteristics, traits or qualities valuable for an employee working in this position include strong people skills, self-starter, organized, detail oriented, teachable spirit, hard worker, multitasker, integrity, team player, focused, proactive, and strategic planner and delegator.
2. Love and respect for all people.
3. Sense of humor and positive attitude.
4. A servant’s heart, a personal relationship with Jesus Christ, and is committed to the church’s vision, mission, leadership, and people.

Work Schedule:

1. Audio engineering of regular weekly Sunday worship services at 8:30 AM-traditional and 11:00 AM-traditional and contemporary, which includes two single live-stream worship service video production at 8:30 AM traditional and 10:45 AM contemporary (**est. 5.0 hours**)
2. Other essential duties and responsibilities (**est. 5.0 hours**)
3. Audio engineering all needed features, music, sermon or other aspects for worship and events.
4. Work with and support the Media and Video Technicians and the Technical Arts Team concerning all worship services and other events.
5. Additional work may be required and therefore, you are compensated respectively for each additional service and event, such as: Maundy Thursday, Good Friday, Easter, Christmas Eve, wedding, funeral, etc. These additional rehearsals, services/events are scheduled with the concurrence of the Director of Worship Arts Ministries.

ADA Expectations:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Standing			X	
Walking		X		
Sitting			X	
Talking, Hearing				X
Feeling, Fingering, Grasping				X
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms		X		

Weight to be Lifted or Force to be exerted:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 30 pounds		X		
Up to 40 pounds		X		
Up to 50 pounds		X		

Special Vision Requirements:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Looking at computer		X		
Color Vision (identify and distinguish colors)		X		
Peripheral, depth perception			X	
Ability to adjust focus				X

Environmental Conditions:

Environment does not expose employee to excessive noise, dust, and like.

Approved:

Employee

Date

Supervisor

Date

This job description is intended to describe the general content of and requirements for performance of this job. It should not be construed as an exhaustive statement of the job's functions, responsibilities, or requirements.