

	Created Date:	June 2023
	Modified Date:	
	FLSA Status:	
Job Title: Worship Tech and Sound Engineer	Reports to:	Director of Music

Position Summary
Support all worship services, practices, rehearsals, and special events, troubleshoot/resolve audio problems in a lives setting, and oversee the volunteer Tech Crew regarding training, scheduling, and communication.

Essential Duties and Responsibilities
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. May include some or all of the following.</i>
<p>Technical</p> <ul style="list-style-type: none"> • Ensure the optimal production of audio and video presentations for worship and livestreaming • Regularly monitor system design from technical and operational standpoints and enhance as necessary. Make recommendations when appropriate for enhancements requiring purchasing or major staffing changes • Recommend, install, and configure audio/video equipment and systems as needed • Be responsible for ensuring necessary equipment is available and properly setup for worship and worship related events regarding audio, graphics, and streaming • Be responsible for the inventory, maintenance, and repair of our audio/video equipment used in worship • Interface with contracted providers of audio, video, computer, and network support systems <p>Operational</p> <ul style="list-style-type: none"> • Take primary responsibility with the assistance of volunteers for audio, graphics, projection, lighting, and streaming during worship services • Train and schedule weekly volunteers to operate our graphics and stream stations in worship <p>Leadership and Training</p> <ul style="list-style-type: none"> • Oversee the volunteer Tech Crew regarding scheduling and communication and meet with team as needed • Ensure that all volunteers who operate the audio, video, graphics, and streaming equipment are sufficiently trained and knowledgeable about basic operation of necessary equipment, and have an understanding of worship production and streaming production • Maintain training documentation of all audio/video equipment and procedures and make available to Tech Crew and other volunteers • Ability to relate well to others, personal warmth, strong interpersonal and social skills <p>Other duties as assigned</p>

Required Skills and Abilities - Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. May include some or all of the following.

- Proficient with audio/visual equipment, presentation and editing software, and social media such as Facebook Live
- Knowledge of audio & video streaming
- Knowledge of analog & digital mixer concepts
- Understand signal path
- Able to constructively communicate with, involve, and train church volunteers

Minimum Education and Experience

To perform this job successfully, an individual must have the following education and/or experience:

- Audio engineer degree or 2+ years exp mixing live audio and/or related experience

Attendance

To perform this job successfully, an individual must maintain the following attendance:

- Be available for up to 4 hours for Sunday morning worship
- Be available for up to 3 hours for Wednesday mid-week rehearsal and/or times as prescribed by Pine Ridge

Physical and Cognitive Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Although this description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

- Physical Demands:** While performing the duties of this job, the employee is regularly required to remain in a stationary position for at least 50% of the time. The general level of physical activity would be defined as sedentary. The employee is regularly required to operate sound and video equipment and needs to be able to lift and move up equipment weighing up to 40 lbs. Some movements of the hands, arms, and wrists may involve repetitive motions. Specific vision and hearing abilities required by this job include the ability to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess various activities and the employee's surroundings.
- Cognitive/Mental Requirements:** While performing the duties of this job, the employee is regularly required to comprehend and effectively use basic language, either written or spoken, to communicate and exchange information and ideas, both simple and complex. The employee is also required to use logic to define problems, collect information, establish facts, draw valid conclusions, interpret information, and deal with abstract variables for unique or unfamiliar situations; also requires the use of problem-solving skills, including formulating and applying appropriate course of action for routine or familiar situations. The employee may be required to perform numerical operations, including basic counting, adding, subtracting, multiplying, and dividing, or more complex quantitative calculations.
- Work Environment:** While performing the duties of this job, the employee is inside a central heat and air-conditioned church building/sanctuary. The noise level in the work environment is minimal.

Understanding and Acknowledgment

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of an employee. Duties, responsibilities, and activities may change at any time with or without notice. The employee signature below constitutes the employee's knowledge and understanding of the requirements, essential duties, and responsibilities of the position.

Employee

Print Name:

Date:

Signature:

Manager

Print Name:

Date:

Signature: