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**JOB DESCRIPTION**

**Sound Technician**

**PURPOSE:** The Sound Technician participates in providing worship experiences which are compelling and relevant through live sound and production technology support.

**SKILLS & QUALIFICATIONS:**

* Has a passion for live audio and production technology.
* Possesses good organizational and communication skills and attention to detail.
* Experience mixing audio successfully in a live environment OR willing to attend training and work alongside a mentor to gain the skills and experience needed.
* Ability to think quickly and react/trouble-shoot properly in high stress situations.
* Sees themself as a member of worship teams and works well with volunteers of various backgrounds and skill levels on both musical and production teams.
* Life-long learner willing to attend continuing education events and learn to utilize web-based planning and communication tools.
* Must complete background check.

**EDUCATION & EXPERIENCE:**

* Experience mixing audio in a modern worship format preferred.

**SUPERVISION:** Directly to Weekend Experience Director (Ely Cartwright)

Indirectly to the Lead Pastor (Jeff Huber)

**WORK WEEK:** Approximately 10 hours

**POSITION CLASSIFICATION:** Part-time, lay, non-exempt

**COMPENSATION:** Set annually by the Directional Team

**PAY RANGE:** $18-25/hour

**BENEFITS:** As described in the Personnel Policies and Procedures Manual for Lay Employees

**RESPONSIBILITIES:**

* Provide sound reinforcement through setup, cable running, signal routing, mixing, and teardown for regular practices and weekend services.
* Provide sound reinforcement for special services throughout the year including multiple Christmas Eve services, Easter services, memorial services, funerals, etc. as needed.
* Mix audio for live sound in the sanctuary and separately for the online livestream feed.
* Possess (or develop) a working familiarity with production technologies used by Summit Church: Midas Sound Console, Behringer P-16 Monitors, ProPresenter (presentation & streaming), House & Stage Lighting (EOS). (Training provided for each.)
* Utilize Planning Center for communication around scheduling and sound needs. (Training will be provided for Planning Center.)
* Help train interested volunteers on the sound board.
* Schedule trained volunteers to run the sound board when unavailable for practices and/or worship services or special services.
* Work with Weekend Experience Director to maintain sound equipment and keep supplies stocked as needed.
* Work with Creative Director and Production Team to support production needs in sound, lighting, screens, and video.
* Occasionally must lift boxes of music materials and/or sound equipment weighing up to 50 lbs. and must be able to negotiate steps in sanctuary leading to chancel area.
* Other duties as assigned and agreed to.

**GENERAL EXPECTATIONS:**

* Agree to live into Summit Church Staff Covenant, Guidelines for Conflict Resolution, Team to Team Best Practices & align with Summit Church Behavioral Values.

**TASKS**

*Typical Weekly Schedule*

* Wednesday 5:30-7:30pm (Worship Band Practice)
  + 5:30-6:00pm- Setup
  + 6:00-7:00pm- Practice
  + 7:00-7:30pm- Teardown & Building Lockup
* Saturday 4:00-7:00pm (Saturday Practice & Service)
  + 4:00-4:30pm- Setup
  + 4:30-5:30pm- Practice
  + 5:30-6:30pm- Modern Service
  + 6:30-7:00pm- Power Down & Building Lockup
* Sunday 8:30am-1:30pm (Sunday Practice & 3 Services)
  + 8:30-9:00am- Practice
  + 9:00-10:00am- Modern Service
  + 10:00-10:30am- Between Services
  + 10:30-11:30am- Modern Service
  + 11:30-11:55am- Teardown/Setup Stage
  + 11:55am-1:00pm- Classic Service
  + 1:00-1:30pm- Teardown & Power Down

*Pre-Rehearsal/Pre-Service*

* Arrive 15-30 minutes prior to rehearsal time and have all necessary equipment ready for the band members as they arrive for rehearsal to ensure rehearsals begin on time.
* Ensure all equipment has fully charged batteries when necessary.
* Set-up stage with musicians.
* Make sure all sound equipment is turned on and off in the proper way.
* Perform proper line check.
* Perform proper sound check; includes gain settings, monitor mixes, proper volume settings and the EQ/mixing process.
* Check with pastor and worship leader for schedule and any schedule changes.

*During Service*

* Adjust sound levels during service as needed for both in-person and online environments.
* Charge and swap out batteries during and in between services as needed.
* Follow worship leader’s direction and musicians’ direction during services as needed.
* Follow stage and schedule cues for video, lighting, audio for various speakers, etc.
* Work with volunteer sound techs occasionally to give them proper training as needed.
* Strive for providing a distraction-free service as it relates to audio production.
* Monitor decibel levels during services and try to keep sound range appropriate as much as possible.

*Post-Rehearsal/Post-Service*

* Clear stage and equipment as needed with band.
* Return all equipment back to its proper place and secure equipment by locking all cabinets and drawers.
* Ensure all batteries are back in chargers properly so they will be ready for the next service.
* Talk with band members to find out if any issues came up for them during the service.
* Note any broken/faulty equipment and take it out of service for repair if possible.
* Make sure all sound equipment is turned off in the proper way before leaving.
* Make sure all lights, fans and candles are turned off/snuffed out in the sanctuary and other rooms in the church after the Saturday and Sunday services. Lock up the church and turn on the alarm following the proper lock up procedures before leaving.