

Sound Technician

St. Simons Presbyterian Church

“We are a people who celebrate God, follow Jesus Christ, and are led by the Holy Spirit in mission, service, and love.”

Summary and Purpose

The Sound Technician works closely with the Livestream Technician in capturing and managing quality audio during livestreaming of Sunday services. As the lead Sound Technician, this position plays a pivotal role in virtually connecting members and friends of St. Simons Presbyterian Church to the active worship and ministry of the church. Occasional special programs will also require the presence of the Sound Mixer.

Work Schedule and Reporting relationships

This is a part-time volunteer position generally maintaining an attendance schedule that is responsive to the needs of the church. These needs primarily include two (2) Sunday worship services. Occasionally, there may be a special event that requires the services of the Sound Technician. Some additional events may be stipended. This position reports to the Livestream Technician Regularly collaborates with the worship leadership team including Pastors, Music Director, Organist, Bell Choir Director. Coordinates with other staff and volunteers assisting with the Sanctuary A/V system and Sound Mixer.

Essential Functions of the Job:

1. Captures and manages quality audio during livestreaming of Sunday services, music, and other special activities in the Sanctuary including baptisms, funerals, special music, lectures, or film events. Also operates slide shows using Keynote software.
2. Sets up and operates equipment including mixing consoles, microphones and other audio devices to ensure optimal sound quality. Monitors and adjusts microphones and audio equipment to control any ambient interference with the desired production. Identifies and minimizes potential sound disruptions.
3. Works closely with the Livestream Technician and others, including volunteers, to achieve desired results.
4. Maintains a current working knowledge of all audio issues and capabilities in the sanctuary or other recording spaces. Makes recommendations, where

appropriate, regarding ways to improve and/or enhance the audio experience.

5. Maintains awareness of the order of service (or production) and applies audio techniques such that sound blends with and supports the choreography and movement of the production or service.
6. Maintains records of issues or real-time adjustments for future information.

Knowledge, Skills, Abilities and Other Characteristics

1. Strong working knowledge of and skill in using sound equipment including microphones, recording devices or ability to quickly learn.
2. Knowledge of or ability to quickly learn about the order of worship services and the ability to apply sound techniques such that the sound supports and enhances the choreography of the service.
3. Ability to anticipate mechanical and other related problems, to respond with calm and confidence as they occur, and to troubleshoot effectively in order to resolve issues rapidly.
4. Ability to work independently as well as to collaborate within a team environment. Willingness to contribute to team activities. Ability to manage and resolve conflict tactfully and peacefully.
5. Ability to establish and maintain effective working relationships with staff, volunteers and others.
6. Ability to communicate effectively, orally and in writing, with various audiences.
7. Ability to attend to detail, to multi-task, and to maintain focus on the “big picture” and intended result.
8. Desire and ability to contribute to the spiritual growth of others through the delivery of quality audio services.
9. Ability to maintain confidentiality, integrity, emotional stability, and a strong work ethic.
10. Ability to be available after regular business hours for planned church events and for occasional emergencies.

Qualifications

Requires some knowledge of audio feed and sound mixing or ability to quickly learn. Ability to operate slide shows using Keynote software. Demonstrated dependability, calm in the face of mechanical problems, and ability to apply solutions once learned. Desire to serve the congregation and to deliver a quality product. Experience with sound mixing equipment ideal but not required. Training provided.

Physical and Mental Requirements

Physical requirements include but may not be limited to: standing and sitting for considerable periods of time (hours), keyboarding, operating a telephone and other office equipment. Sufficient manual dexterity to use a keyboard and technology equipment. Ability to speak and hear. Mental requirements include advanced reasoning, ability to comprehend written material, creative ideas, verbal and written instructions, general math functions, and critical thinking for troubleshooting in real time.

Acknowledged and Received:

Employee Signature: _____ Date: _____

Administrator: _____ Date: _____