



Job Description
Live Sound Technical Assistant

Status: Part-time; Hourly

Hours: Rotation; No guaranteed minimum; Up to 20 maximum

Reports To: Production Manager

Accountable To: Pastoral Staff, Director of Music & Worship, Executive Leadership; Council

Purpose: This role will provide excellence in audio visual and technical support for worship, special services, ministry events, education, and other programs under the direction of the Production Manager.

Qualifications:

- 16 years of age or older
- High School Diploma, preferred
- Audio-Visual training and/or certification(s), preferred
- Demonstrated Audio & Video experience
- Demonstrated audio/video applications with livestream services
- Demonstrated experience with mixing vocal & band music in a live setting
- Demonstrated trouble-shooting and problem solving skills
- Ability to work individually and as part of a team
- Basic computer knowledge and applicable skills
- Proficiency in Microsoft applications including PowerPoint
- Familiarity with other software programs such as Pro Presenter, preferred
- Dependability and promptness
- Effective communication and organization skills
- Demonstrated professionalism and attention to detail
- Clear criminal and motor vehicle record checks performed by SOTV as requested

Expectations:

- Availability to weekend worship schedule participating in the rotation of shifts
- Participate in coverage of shifts for Christmas Eve, Easter, and other worship services as deemed necessary
- Regular participation in team meetings, scheduling meetings, training, and rehearsals
- Prompt arrival at call time and ability to complete necessary tasks following program/event time to finish shift
- Prompt response to electronic communications with supervisor

Responsibilities and Essential Functions:

- I. **Audio-Visual Support to Worship, programs, and events**
 - A. Provide excellence to all AV and live sound support as scheduled
 - B. Ability to oversee and produce live stream when appropriate
 - a. Monitor video and audio as part of livestream
 - C. Participate in planning meetings and/or rehearsals as scheduled
 - D. Produce quality vocal and band music mixes for events including but not limited, to Worship, concerts, Children's ministry, Confirmation, musicals, and youth ministry special events
 - E. Oversee the set-up, takedown, and proper usage of equipment for music and other aspects of all worship services, including funerals, weddings, and other occasional services
 - i. Appropriately equip staff and volunteers
 - F. Implement multi-media such as YouTube videos, video clips, PowerPoint, etc. as directed
 - G. Oversee/manage the sound and video systems at all worship services, special services, programs, and events as scheduled in collaboration with staff, volunteers, or independently
 - H. Production & Duplication



- i. Produce and duplicate audio & video as directed
 - ii. Collaborate with staff as directed to create productions to support Worship and programs (i.e. videos, audio recordings, etc.)
 - iii. Provide Communications Manager with files as directed
 - iv. Assist in Broadcast Media as directed
- I. Training
 - i. Participate in training as directed
 - ii. Cross-train volunteers and new staff members as directed
- II. **Equipment**
 - A. Responsible for appropriate use of all equipment
 - i. Cross-train staff & volunteers where appropriate
 - B. Monitor all audio and video equipment and ensure it is running properly
 - C. Advise Production Manager of equipment needs and/or repairs
- III. **Volunteer Collaboration**
 - A. Collaborate and work alongside volunteer roles
 - B. Cross-train volunteers

Core Competencies:

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Commitment to Excellence: Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; incorporates the time management skills developed to complete the tasks necessary to support the team and the ministry.

Attention to Detail: organized; attentive to surroundings, perceptive to needs and considerations; proactive recognition of items needing attention.

Work Ethic: Dedicated to quality of work; prompt; reliable; flexible; communicate proactively with others; prepared

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.