



Job Title: Audio Engineer 2	Created on: 7/16/19
Reports To: Director of Production and Technology	Last Updated: 1/05/21

General Description

The Audio Engineer 2 position is responsible for assisting the Director with audio and video needs of the church body. This position is full-time and requires approximately 40 hours of work per week. The schedule of hours will be set by the Director and may vary based upon the needs and ongoing events of the department.

Essential Job Functions

- Set-up Sanctuary and Chapel venues for Sunday services and any special events.
- Attend worship rehearsals whenever scheduled to work front-of-house on a Sunday.
- Run sound and front-of-house for Sanctuary and Chapel or at special venues.
- Run sound for young adults ministry, 1NE on Friday evenings and other special events.
- Assist in training of volunteers in running front-of-house and audio equipment.
- Pre-service check of all gear before Sunday or special events.
- Maintain, trouble-shoot, install, and dream creative solutions for technology needs.
- Effectively communicates with staff members and 3rd party vendors about projects and needs.
- Tests new equipment for purchase consideration; recommends purchase of supplies and equipment.
- Helps in various production needs for Sunday morning, weekly activities, and special events.
- Train and run ProPresenter, Vista Lighting, basic audio needs and all other venues around campus.
- Exhibits the ability to manage multiple tasks and remain flexible through changes while keeping a keen attention to detail.
- Contributes to team effort by accomplishing related results as needed.
- Other duties and responsibilities as assigned by the Director of Technology and Production.

Skills/Qualifications:

- Working knowledge of both PC and MAC environments
- Strong Audio Background
- Working knowledge of audio signal flow
- Working knowledge of audio recording environment and best solutions based on capabilities
- Passion for staying up on most current trends and technology in audio industry
- Advanced skills in Microsoft Office Suites
- Excellent written and verbal communication skills
- Ability to focus on client’s need and to handle rejection of proposed ideas
- Must demonstrate flexibility in dealing with high pressure situations and last-minute requests
- Pays close attention to detail and is deadline-oriented
- Readiness, prepared, driven to learn at a high pace
- Ability to lift 75lbs and are ok with heights
- Continual development of technical knowledge by reviewing professional publications, books, web tutorials, and by continually self-educating on industry terminology and standards.

Date Reviewed with Employee:	
Employee’s Printed Name:	
Employee’s Signature:	
Manager’s Printed Name:	
Manager’s Signature:	