

**Church of the Apostles**  
**Sound Technician Job Description**

<b>Job Title:</b>	<b>Sound Technician</b>
<b>Reports to:</b>	Director of Worship Arts
<b>Position Status:</b>	Part Time
<b>Purpose:</b>	The Sound Technician has overall responsibility for leading the audio, video, lighting, and stage functions of Church of The Apostles. A key strength will be the ability to recruit, train and manage volunteer team members to serve in the Technical Arts Ministry for all worship services and special events. The role is a ministry position and is therefore important that the applicant be an active and growing follower of Jesus Christ.

**Job Duties and Responsibilities:**

- Manage the soundboard for Sunday morning worship service(s): Will be paid during the 8:30 service to either train volunteers or operate as sound operator. Participate as congregant (with volunteer operating sound) or volunteer for sound if no team member is available.
- Schedule and train all volunteer sound/light techs. Goal to have 6-8 trained techs on rotation. Training will occur primarily at Wed night practices as well as Sunday AM.
- Schedule volunteer lyrics team.
- Attend worship team rehearsal on Wednesdays (6pm -8:30) and 7am practice on Sundays.
- Configure sound equipment to bring about optimal sound of the worship team and all amplified participants in worship and troubleshoot any difficulties.
- Manage all sound equipment (both sanctuary and youth room) and advise Director for Worship Arts concerning any needed equipment or repairs. Procure any needed equipment as directed.
- Make every effort to be free to serve at weddings and special events (for an extra fee); this will include set-up and take-down. Provide scheduling other techs when unavailable.
- Manage all lighting in the sanctuary. This will include developing scenes with our lighting.
- Regularly meet with Director for Worship Arts to check in on possible worship service specifics, upcoming special events, and normal management of the sound equipment

## **Job Requirements**

- Good working knowledge of the audio/visual equipment in addition to computers. Basic knowledge of electrical and electronic circuits, wiring systems, and lighting systems is preferred.
- Ability to work well with people, attempting to accommodate their audio/visual needs.
- Knowledge of audio/visual equipment for operation, repairs, modification, purchase, etc.
- Musical ear to make judgments and modifications as needed during an event.
- Attention to detail and esthetics for event set-up.
- Administration of volunteer schedules

## **Evaluation and Compensation**

The Sound Technician will receive an annual performance evaluation by the Director for Worship Arts. Compensation is reviewed annually by the Senior Pastor and a subcommittee of the church's Leadership Council, and may be adjusted annually in accordance with performance and with the results of a national compensation survey of similar positions.

Employee will submit weekly timecard for hours worked. Compensation will be given each month for hours worked at a rate of \$20-30/hr (dependent on experience). Part Time employees are not paid for holidays not worked nor for personal days. Easter and Christmas are expected work days but will be compensated at holiday time and a half hourly rate.