

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Part-time Sound Engineer

REPORTS TO: Director of Music and Arts Ministry (“Director”)

OVERALL MISSION:

To play a vital role in the worship, life, and mission of All Saints by running the church’s audio/visual systems to deliver clear and appropriately amplified sound in 2 Sunday services each week, special services, and events throughout the year.

SCOPE OF POSITION:

The part-time sound engineer will setup and run sound for rehearsals, services, and events throughout the year, as scheduled, and record and upload specific audio content for church use at the direction of the Director and related operations staff. This role is a part-time role, approximately 7-10 hours/week.

SPECIFIC RESPONSIBILITIES:

- Before 7am on Sundays, pickup pre-ordered and prepared breakfast items in route to church for volunteers. *Responsibility dependent upon driving route to church.*
- Arrive by 7am on Sundays and at designated times for other services and events to setup sound equipment at the direction of the Director and related operations staff.
- Mix and run live sound for 2 Sunday services each week and additional services and events, as scheduled, including Christmas Eve, Easter, and other holidays.
- Record weekly and other services and designated events on the church digital recorder.
- Edit out and upload specific audio content early each week for weekly church use.
- Meet at least quarterly with the Director.
- Assist Director in maintaining group of 2-3 backup sound engineers, preferably from within the church community.
- Schedule, train, and assist backup sound engineers, as needed, and in communication with the Director.
- Assist Director and related staff in maintaining sound system and equipment, troubleshooting technical problems, communicating with A/V repair persons, and researching and purchasing sound equipment, as needed.
- Other duties as assigned by the Director.

SKILLS AND QUALIFICATIONS:

1. Enthusiasm for the mission and vision of All Saints.
2. Education, training, and/or experience in sound engineering.
3. Consistently on-time and reliable.
4. Personable and able to remain calm and consistent amid crises.
5. Able to take direction and carry out tasks as requested in a timely manner.
6. Hard working, committed to excellence, and self-motivated.
7. Humble and teachable spirit.
8. Strong organizational skills and attention to detail.
9. Strong communication skills.

CLASSIFICATIONS: Part-time, non-exempt (per FLSA), non-ministerial (per IRS and FLSA), support staff