



North Branch Reformed Church (NBRC)

POSITION DESCRIPTION

Sound Technician

February 1, 2024

GENERAL FUNCTION:

The Sound Technician provides the best possible musical sound and clear spoken word for the glory of God in our live/livestreamed Sunday morning worship services and other various events including special services, concerts, productions and/or rehearsals. This part-time position works under the direction of the Director of Music and Worship Arts (DMWA), and in collaboration with the Sound Team Leader (STL) and the Head of Staff.

RESPONSIBILITIES:

GENERAL RESPONSIBILITIES

1. Charged with implementing the DMWA's musical vision in all aspects of music production including balance and tone quality, and follows DMWA's direction.
2. Responds to any communications from the DMWA and/or STL in a timely manner during the week.
3. In addition to Sunday morning services, working services include special holiday services, particularly Christmas Eve, Easter, musical theatre performances with dress rehearsals, and occasional concerts and productions.
4. Additional work services such as weddings and funerals may also be available to the Sound Technician for additional remuneration.

PRE-SERVICE/EVENT RESPONSIBILITIES

1. Review order of each service and musical performance sound needs with DMWA and pastor.
2. Set up sound equipment for live services, including contemporary praise band and choral set up. Ensure sound cables are safely taped down where needed.
3. Perform proper line checks and sound check as directed which may include: gain settings, monitor mixes, proper volume and balance settings, and the mixing process.
4. Set up of livestream and ensure proper functionality for each service/event.
5. Ensure pastor's mic is operational with individual sound checks.
6. Equip pastor's mic and handheld mics with fresh batteries every Sunday. On a service by service basis other reasonable sound tasks may be assigned by DMWA or requested by pastor or STL as needed.

DURING SERVICE/EVENT RESPONSIBILITIES

1. Responsible for adjusting overall sound levels during service as needed and/or directed by DMWA, STL or the pastor.
2. Adjust any music mix/balance levels at and under the direction of the DMWA.
3. Responsible for livestreaming each service.

- 4. Carefully follow each service distraction free, from beginning to end, with attention to detail and focus on all aspects of sound production and livestream for all spoken word and all music production.
- 5. Ensure all Spoken Word is clearly heard.

POST-SERVICE/EVENT RESPONSIBILITIES

- 1. Coordinate with the DMWA directly regarding any sound issues that may have existed during the service. Note any broken/faulty equipment and take it out of service in coordination with the DMWA and STL.
- 2. Make recommendations to DMWA and STL as to equipment needs or set up that may improve the sound product.
- 3. Tear down sound equipment as needed after each service/event. Leave the stage (altar) in neat condition, store equipment in an orderly manner. Leave sound room in an orderly manner. Lock upstairs and downstairs sound rooms.

POSITION REQUIREMENTS

EDUCATION/TRAINING:

High School diploma or equivalent experience, Audio/Video engineering/training preferred.

LICENSES OR CERTIFICATIONS:

None required.

EXPERIENCE:

Prior audio and livestreaming experience preferred.

DEMONSTRATED BEHAVIORS AND SKILLS:

- Appreciation and desire for the highest performance quality.
- Ability to work well with people of all ages in the church and community.

Employee Signature: _____ Date: _____

Approved: _____ Date: _____
Linda Collins, Director of Music and Worship Arts

Approved: _____ Date: _____
Kip Bateman, Interim Vice-President of Consistory