

TITLE: SOUND ROOM TECHNICIAN

RESPONSIBLE TO: Pastor and or presiding Elder.

PURPOSE: Facilitate supporting the audio/visual needs of the people involved with the church services. Ultimately, glorify God through providing excellent audio/visual services.

QUALIFICATIONS & SKILLS REQUIRED:

1. A heart for worshipping God.
2. Be in good standings with the church and either be a member or attend regularly.
3. Able to work in a team settings and take directions.
4. Have good communication skills.
5. Ability to think quickly and react/trouble-shoot properly in high stress situations.

TASKS:

Pre-service (9:15 A.M.)

1. Turn on computer, projectors, recording devices and sound system.
2. Set out additional microphones for easy access for participants for Sabbath School and Hour of Worship.
3. Try to accommodate request for special music, videos as needed.
4. Meet with either Pastor or guest speaker to provide personal microphone.
5. Meet with either Pastor or guest speaker to provide additional connection devices (cables, presenter) to facilitate any needs for projection.
6. Check with presiding Elder or Pastor for any schedule changes.

During Service

1. Responsible for adjusting sound levels during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
3. During Children story or another time available, take a head count of all attending Hour of Worship.
 - a. Record the numbers in the Excel spreadsheet.
 - b. Relay that information to the church clerk or representative for the purposes of record entry into eAdventist.
4. Responsible for recording the service.
5. Responsible for following stage and schedule cues.
6. Responsible for providing a distraction-free service as it relates to audio/visual needs.

Post-service

1. Stop the recording devices and finalize (if needed) the recording media.
2. Return media to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
3. Reclaim all wireless microphones (including guess), cables, presenter (if used) etc.
4. Note any broken/faulty equipment and take it out of service if possible.
5. Power down all equipment used (i.e. Sound system, recording devices, wireless microphones, DVD/CD player, Satellite receiver).
6. Secure the sound room.