

Job Description

Title: Audio Engineer Lead

Reports To: Operations Manager (Worship Arts)

FLSA Status: Non-Exempt

Prepared By: Torin Browning

Ministry: Worship Arts

Classification Grade: T-5

Approved By: Human Resources

Approved Date: 11/05/2018

Essential Organizational Core Values

- **As an Individual Leader:** The **Audio Engineer Lead** is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Worship Arts Department Team and RLM Staff Team:** The **Audio Engineer Lead** has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as **Worship Arts Department** team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

Produce high-level Audio Production & Engineering for Live and Post Production of Weekend Worship Services and the Live Streaming Platform. Be a Leader in Audio Engineering providing resources, with a progressive – sustainable approach, for all campuses and various ministries in audio production while developing and sustaining a learning environment for all. This will be accomplished through the development of a volunteer production team. Create appropriate job processes and following projects from conception to conclusion under the direction of the Operations Manager.

Primary Responsibilities (80 %)

Provides a quality audio production and support for weekend services, Live Streaming, Special Events and Training for Church wide Ministerial Departments, with a team of audio volunteers. This would include at least the following areas...

- **Weekend Service Audio Producer (including All Staff Events and Special Events)**
 - Provides quality audio production and support for weekend services. Actively Monitors & Oversees the volunteer teams to achieve a quality audio experience.
 - Weekly preparation of setup of all audio equipment on main stage as prescribed by the Worship Arts Pastor. Tear down and clean up after Sunday Services and various weekly events.
 - Active interaction with Senior Pastor, Executive Team and Operations Manager on the constant monitoring of Audio quality in Auditorium during services.
 - Provides efficient and effective trouble shooting and problem solving skills as technical problems arise
- **Live Steaming Audio Producer**
 - Oversees the audio production for Live Steaming during weekend services with a volunteer team.

- Provides efficient and effective trouble shooting and problem solving skills as technical problems arise.
- **During the Week Audio Assistant**
 - Provide audio support to all ministries through consultation and training of the various events & classes empowering ministry personnel to run and operate their own events.
 - Assist in overseeing the Part-Time Audio-Video Technician.
- **Team Building**
 - Recruit Volunteers to assist in all areas of Audio Production campus wide.
 - Train and develop Audio Production volunteers to continue to grow in specific skills
 - Shepherd team members toward maturity by building relationships, prayer, connection into groups and other ministry resources.
- **Production Meetings (additional meetings from above)**
 - Provide high engagement and collaboration at a variety of meetings.
 - Coordination & Collaboration with Music Pastor & Technical Production Lead.
- **Audio Post Production:**
 - Provide high-quality, weekly audio Recordings and Podcasts of Weekend Service; Biblical Education Classes; and other Special Events for Podcast's, Video Beds, and other Media platforms.
 - Assists and Collaborates with the Video Department to produce quality audio beds for production videos. (ie: Audio Editing; Voice Overs; Sound Tracks; Special Effects)
- **Maintenance, Repair and Upgrades of Equipment**
 - Oversees and Executes a Campus Wide Audio Equipment Maintenance and Repair Schedule
 - Assist in Campus Audio Engineering and Consulting.
 - Weekly Systems Check in each room that contains audio equipment
 - Identifying and Addressing potential areas of problematic issues.
 - Identifying and Forecasting equipment upgrades that are needed for proper ministry growth and functionality as technology grows.

Team Function (5 %)

- Work under the direction of the Operations Manager.
- Work alongside the Worship Arts Staff to give and receive direction and lead projects from conception to completion.
- Participate weekly in Worship Arts Team Meetings and contribute to the team environment
- Help the team in planning and carrying out our vision and mission as a church with your specific areas of responsibility.
- Be coachable and open to growth from Worship Arts Team in living out the 7 Essentials.

RLM Staff Relations (10 %)

- Play a part in All Staff events as directed by the Operations Manager.
- Provides Technical Production Consultation to ministries at Real Life Ministries.
- Provides technical training to staff personnel and to ministry volunteers for campus wide ministry support.
- Ensures Audio Equipment is maintained and operational.

Miscellaneous (5 %)

- Administrative Duties for the Technical Production Department.
- Prioritizes and plans work activities aligning with the weekly and monthly work flows established by the Operations Manager.
- Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully and develops alternative solutions.
- Work with the members of Real Life Ministries in a way that glorifies God.
 - Weekend Service staff participation in friendliness, recruiting, and attendance.
 - Be visible and a model for staff to follow in friendliness, cooperation, and availability.
- Represents Christ and the Church in the community in a Godly way.
- Values and abide the expectations of being a member of the church found in 101, 201 and 301 classes.

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- **(2) Years of Audio School and/or equivalent experience in Live Mixing, Audio Desk Programming & Room Processing and various processing plugins. (ie. Waves plugins)**
- **Able to quickly hear & analyze the equalization and problematic frequencies of single source inputs and global house mixing, providing a full and lively mix within an 89 – 96 dB range.**
- **Able to Troubleshoot & Repair light electrical connections and equipment; (XLR cables; Instrument cables, CAT 5 and above, and various other cables and equipment); Soldering Skills needed or must have aptitude to be trained.**
- **Knowledgeable and Efficient with current Audio Desk’s and Interfaces; Able to quickly learn and navigate Audio Programming and Room Processing Equipment along with effects processing plugins.**
- **Confident and Proficient with Recording Software; (ie: Logic Pro, Protools, Cubase programs)**
- **Proficient with Macintosh and PC Computers along with Current Software Programs; (Word, Excell, Publisher, Adobe.... Ect.)**

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. Able to lift up to 75lbs on a daily basis.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

- Volunteering- We recognize there are many ministry areas to serve in at Real Life Ministries and you may feel called to serve in those areas on a volunteer basis. Real Life Ministries would like to support you in your desire to serve. Any hours served in volunteer ministry are not required for this position that you have been hired for and as such will not be compensated.

Additional information

Employee Name: _____

Employee Signature _____

Date _____