**BROADVIEW MISSIONARY BAPTIST CHURCH**

**Job Description**

Title: Audio Technician  
Position Type: Support Staff

Reports to: Senior Pastor/Director of Worship Arts  
Work Schedule: 10-15 hours/week

Exempt:

Exempt:

**Position Overview**

The Audio Technician operates and maintains all audio equipment used to amplify and enhance BMBC’s in-sanctuary and on-line worship services, meetings, and events. This person will also recruit, coordinate, and provide ultimate oversight to volunteers for worship services, meetings and events. Ultimately, glorifies God through providing excellent audio services.

**Duties/Responsibilities for Worship Services, Funerals, or Special Events**

**Pre- Service**

Ensure and monitor stage set up for musicians

Ensure and monitor audio equipment set up, run cables, test microphones and other equipment.

Perform proper line check

Perform proper sound check, including gain setting, monitor mixes, volume setting

Verify with worship leader and pastor schedule and any sound-impacting schedule changes

**During Service**

Provide for distraction–free service as it relates to audio production

Identify the sound requirements for specific songs, worship service tone and perform the appropriate actions to produce desired sound.

Adjust sound levels, control/adjust mixing consoles, microphones and equalizers as needed

Follow worship leader’s and musician’s in-service directions. For example, boosting monitor levels.

Record the service

**Post service**

Return media to appropriate individuals

Break down audio equipment

Debrief with musicians/worship leader to identify and resolve any issues that surfaces during service

**Duties/Responsibilities for Meetings**

Receive requests for audio/visual needs and ensure that they are adequately

Coordinate team of volunteers to respond to the

**On-going**

• Organize and arrange sound quality for multiple methods of distribution for live worship service, YouTube, Facebook, etc.

• Conduct scheduled testing of audio equipment for volume, tone, and clarity.

• Evaluate audio equipment for repair and maintenance.

• Recommend equipment and software upgrades when necessary.

• Collaborate with other audio technicians and volunteers.

• Monitor and train ministerial volunteers on the appropriate usage of the equipment.

• Coordinate schedule and develop a rotation of volunteers

• Provide exceptional customer service while providing excellent delivery of sound quality and setup of the audio equipment with a spirit of excellence.

• Stay abreast of current industry trends and technology changes through training and networking with others in the industry.

**Required Skills**

• Associate or bachelor’s degree in a field related to sound technologies, preferred.

• 1-3 yrs demonstrated skills in the preparation and operation of complex 64 channel Avantis digital sound equipment or comparable.

• Sound troubleshooting and diagnostic skills.

• 1 year of experience in an audio management role

• Demonstrated knowledge of editing, creating, and recording sound

• Advanced knowledge of sound and recording equipment

• A heart for God and God’s people

• Excellent communication and customer service skills

• Excellent multi-tasking skills and capabilities

• Excellent computer skills.

• A strong ear for sound variants.

• A technical aptitude.

**Additional requirements:**

• Successful Completion of Background check

• Demonstrated strong degree of personal integrity and preferably be a born again Christian and a member