

New Life Fellowship

Sound Engineer - Job Description

I. Identification

- A) Job Title: Sound Engineer
- B) 1st level of Accountability: Cate Song

II. Qualifications

- A) Understands the vision and mission of NLF
- B) Proven experience in sound engineering in live setting
- C) Ability to recruit, train and manage volunteers in audio
- D) Strong managerial skills, detail oriented, holds value of excellence

III. Job Summary

Serve as the Audio Team Leader to execute high quality audio of Sunday services and other churchwide events, for both front-of-house and live stream. Recruit, train and manage volunteers to provide consistent sound experience from week to week.

IV. Responsibilities

- Collaborate with Worship Pastor and Tech Coordinator to create vision/goals for the sound area at New Life
- Execute high quality sound during Sunday Services and other churchwide events in the sanctuary and on live stream
- Create a set of guidelines for sound mixing in the sanctuary and on live stream; communicate w/ volunteers to follow these guidelines
- Oversee volunteer sound team and give guidance/training as needed
- Schedule volunteer sound team using Planning Center Online
- Maintain and upgrade sound equipment as needed
- Work alongside Tech Coordinator to integrate sound with video and/or visual elements
- Set up for and attend Worship Team rehearsals on Thursday nights and Sunday mornings
- Debrief Sunday Services via email or Zoom w/ Worship Pastor and/or Sunday Team
- Oversee sound equipment in the Lower Level Hall and Shell Room
- Work on special projects as requested by Worship Pastor

Approximate Weekly Time Commitment

12-15 hrs/wk

Sunday Services (7:30am-1:00pm)	5.5
Worship Team Rehearsals (Thurs 6:30-9:30p)	3
Volunteer Scheduling/Training	2
Maintaining/Updating equipment	2
Other Special Projects, events, meetings, etc.	~2

Compensation: Contractual, \$22-26/hour (based on experience)