



AUDIO Engineer Position Profile

Department: Technology Ministry Team
Supervisor: Technical Director
Exempt: No
Category: Volunteer
Date Last Revised: 7/7/2020

Summary

The purpose of this position, under the direction of the Liturgy/Music Director and Technical Director, is to assist the Music Director by conducting sound checks, mixing live audio and assisting with other audio needs for the weekend Masses, including set up and tear down of audio equipment, cables, monitors and mics as needed.

Big Picture

- Mix live audio for weekend Masses and livestream
- Set up / Remove cables and equipment as needed for weekend Masses /events

Details

Set up cables and equipment as needed for weekend Masses

- Identify from Music Director all setup needs/check for all sound equipment needs for corresponding musicians eg., connect microphone and speaker cables to stage boxes, mics, direct boxes and monitor speakers, etc.
- Check wireless mics, set up with batteries and place in appropriate positions
- Check mics and monitors as needed.
- Mic instruments as needed

Remove cables and equipment after weekend Masses as needed

- Correctly coil mic cables and place them back in storage positions
- Stow mics and wireless mics in correct positions
- Remove DIs, mic stands, and other equipment not left out during the week
- Set all Rechargeable devices/batteries in place to charge

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Mix audio for weekend Masses

- Conduct sound check with Music Director, cantor, instrumentalists, vocalist, etc.
- Adjust monitor mixes as needed using software or mixer board
- Mix weekend Masses (Sat. 5 PM, Sun. 8AM *10 AM & 12 AM)
- *10 AM Mass coordinate with Technical Director to mix audio for livestream as well
- Record Mass/Homily audio to Hard Disk as needed and send recording to media coordinator to be posted for podcast as needed

Qualifications:

- A committed, growing follower of Jesus Christ
- Authentic and consistent in his/her own spiritual walk and relationships
- Demonstrated ability to set up audio equipment for a weekend Mass without help
- Knowledge of how music fits together, and ability to create consistently good mixes
- Ability to pay attention, adapt to changes and function well in a live production setting
- Knowledge of or willingness and ability to learn digital mixing consoles (specifically the Behringer X32) and corresponding app/software.
- Ability to follow written and verbal instructions with great attention to detail

Time Requirements

- For a given weekend, the Audio Engineer will serve from 4:30PM - 6:15PM on Saturday and from 7:30 AM-1:15 PM on Sunday
- Audio Engineers may serve one or two weekends per month, depending on other Audio Engineer availability, desire and schedule

Physical Demands:

The Audio Engineer must possess mobility to work in a stage audio video equipped environment while also maintaining an appropriate reverence for the Liturgy. Specific vision abilities required by this job include vision to read printed material and a computer screen, close vision, color vision and depth perception; hearing and speech to communicate in person. Must also frequently use hands to finger, handle or feel objects, controls. Must possess mobility to walk up and down a ladder or stairs, and lift up to 50 pounds and sit/stand in position for extended amount of time.

Signed: _____ Date: _____