



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Audio Director **EFFECTIVE/REVISED:** May 6, 2021

SUPERVISOR'S TITLE: Director of Production **DEPARTMENT:** Production

CAMPUS: Central Campus [specify: _____]

CATEGORY:

<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> DIRECTOR	<input checked="" type="checkbox"/> STAFF
<input type="checkbox"/> PASTOR	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-MINISTER

OTHER _____

PAYROLL STATUS:

<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS _____
<input type="checkbox"/> MINISTER EXEMPT	<input checked="" type="checkbox"/> EXEMPT	<input type="checkbox"/> NON-EXEMPT

01. Summary of Position:

Work under the Production Director to bring excellence in execution, leadership, and development of audio volunteers and contractors. Manage audio system designs, installations, maintenance, and ongoing training for volunteers, staff, and contractors. Actively participate in planning and preparation for services and events that require audio support.

02. Duties and Responsibilities:

- Provide a high-quality mix for broadcast and an online campus.
- Develop and vision cast the "Eastside Sound" for Eastside campuses
- Manage and maintain audio systems across all campuses
- Document and maintain audio equipment and schematics for all campuses
- Provide audio expertise for purchases, installations, and programming
- Lead and manage volunteer and contractor training opportunities as it relates to audio systems, mixing, or personal development
- Programming 10% - Administration 30% - Tech 40% - Installations 20%
- Assist other ministries with audio needs
- Setup, install, maintain and operate A/V/L systems equipment
- Knowledge of Rigging, Motors, and Safety Equipment
- Attend pre-planning meeting and rehearsals
- Operate equipment for rehearsals, services, and events

- Complete designated scheduling, onboarding, and training of volunteer teams
- Perform other responsibilities as assigned by the supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

03. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Must have an education level of 2 years/degree or have comparable experience.
- Must have three years of related experience.
- Must have computer skills in Mac & PC
- Special requirements / training / additional qualifications:
 - Proficient in routing, distribution, and monitoring of audio signals
 - Proficient with setting up, configuring, and troubleshooting complex audio systems
 - Proficient with Meyer Sound systems, Yamaha Digital Audio Consoles, Dante, Q-Sys Ecosystem, Waves SuperRack
 - Proficient with aerial lifts (fork, scissor, and boom)
 - Knowledge of broadcast audio standards, modulating, embedding/de-embedding, routing, and broadcast equipment

04. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at the earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church.
- Attendance at Ministry Team meetings and department meetings is required.
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration, including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.
- Other duties assigned

05. Physical Demands & Work Environment:

- Must be able to lift and move up to or more than 100 pounds
- Must be able to perform work in heights of 30 or greater
- May be required to work late hours to hit target deadlines
- May need to operate various lifts and vehicles for loading/unloading trucks or delivering items to multiple locations

We concur with this Job Description.

Staff Member

Supervisor

Date