

Timberline Church
Job Description

Job Title: Audio Director

Reports To: Worship Pastor

Direct Reports: Audio Volunteers

Effective Date: October 2020

Summary

The Audio Director works full time in providing Timberline Church with a high-quality worship environment through audio production and facilitates at a high level inside and outside group events.

Duties & Responsibilities

- Weekly discussions with worship pastor for weekend goals and vision
- Weekly pre-production planning such as stage plots, I/O Lists, Aviom labels
- Creating click tracks for weekend services
- Maintaining and organizing the in-ear monitor library
- Equipment programming
- Create weekly Pro Tools sessions for rehearsals and services
- Stage setup and tear down
- Systems operation and utilization
- Supervise audio for weekly worship rehearsals
- Supervise audio for midweek services
- Weekly pre-mixing for weekend services
- Training and assisting volunteers
- Equipment preventive maintenance and repair
- Developing healthy relationships with volunteers and musicians
- Conduct A/V training sessions for outside groups using the facility
- Weekend setup and finalization
- Supervise audio for weekend services
- Recruiting and connecting with new volunteers
- Management of audio volunteers
- Management of audio budget
- Daily calls and meetings

Required Skills

- Understanding of audio fundamentals
- Live sound experience
- Knowledge of analog and digital signal flow
- Knowledge of Pro Tools software
- Budget management
- Repairing and maintaining equipment
- Mixing in a live environment

- Leading volunteers and staff
- Studio Mixing
- Maintaining and operation of lighting systems.

Time Commitment

- 40+ hours a week
- Working weekends and various holidays
- Weekly meetings
- Weekly staff chapels and outside events
- Abide by the Timberline Staff Covenants and the Employee Handbook

This is a full-time position