



Job Description

TITLE: Head of Sound
I REPORT TO: Worship Director
REPORTING TO ME: Sound Technician & Volunteers
CATEGORY: Ministry Support
LAST UPDATED: April 2018

Job Summary:

Responsible for providing the Ministry with sound by recruiting, training, and coordinating sound team personnel and ensuring the operation of sound for all major worship services and Church wide events.

Key Responsibilities

Sound Support

- Have everything (mixer, microphones, cables, monitors, stands, axiom in ear monitoring system) set up, plugged in, and turned on prior to the start of rehearsal times and events
- Perform Sound tests of all microphones, instruments and equipment before service making adjustments as necessary
- Operate and train audio technicians on the sound board for all Sunday services and other Church wide events
- At the conclusion of services and events, ensure that sound is shut down and all equipment packed away and secure
- Maintain and repair all sound and music equipment in a good operating condition
- Responsible to advise the Worship Director with regards to repair, upgrade, or purchase of equipment
- Prepare, record, and edit MLFC Podcast and Radio programs

Team Coordination

- Recruit and train audio technicians and equipment setup personnel to support all services and Church wide events. Hold training, question and answers, skill refining sessions
- Schedule Sound Technicians for services and events
- Supervise, develop and train all operators of sound and recording equipment in the Auditorium
- Liaise with radio program managers with regards to scheduling of programs
- Work with volunteers by training equipping and encouraging

Operating Procedures & Equipment Management

- Develop standard operating procedures for all events and equipment
- Develop an audio technician training plan and procedures manual for the Church Auditorium



- Issue sound equipment to departments whose requests have been approved
- Ensure safe and correct usage of the above
- Receive equipment upon return to storage
- Maintain an inventory of all sound equipment for MLFC
- Clean and make minor repairs to equipment, e.g. repairing broken cables

Organization

Working in close cooperation with the following staff members:

- Worship Director
- Administration
- Head of Communications
- Heads of Departments – Youth, Children, Merge, School for Life, Connections Groups, Alpha, Worship, Sound and Rhema

Any other duties

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission
- Provide care, love and encouragement to volunteer leaders with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors
- Adhere to the MLFC Staff Statement of Ethics

Education & Qualifications

- Completed High School degree- Grade 12
- Diploma in Sound Engineering
- 3 years of full-time progressive sound engineering experience
- Aptitude for an interest in industry related continuing education and skill advancement

Skills & Experience

- Must have a musical ear (the ability to perceive various qualities of musical sounds such as pitch, loudness, and timbre, and to sense the functional relations between sounds in musical system and in musical compositions) and be able to identify musical instruments and their usage
- Very good knowledge of high tech sound equipment
- Must have the ability to trouble-shoot the sound reinforcement system and mix sound properly
- Proven skills of working in a multicultural setup
- Proven and respectful communication skills with staff, Church members and business partners
- Accuracy of work and reliability/trustworthiness
- Concentrated attention to detail
- Ability to coordinate many diverse tasks and projects at one time
- A desire to continuously learn and serve others
- Honest and trustworthy
- Integrity for work habits and results
- Ability to discern needs and respond appropriately, sensitively and proactively
- Appreciation for own and other's giftedness
- On-going desire and effort to grow more Christ-like in character