

Concord Church Position Description
Job Title: Audio Engineer
Reports to: Technical Production Manager
Updated: March 4, 2019
Non-Exempt

General Summary

This position provides support to the audio division of the Production Department by performing audio mixing, sound engineering, and post-production audio editing services.

The Audio Engineer exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Supports, maintains, and oversees the audio engineering function for church-wide live and studio productions.
- Manages all audio editing and remixing of video assets and archives, and performs other post-production tasks.
- Collaborates with team members on developing, editing, and producing original content, including sermon "teasers", ministry commercials, promos, intros, and sermon-specific needs.
- Ensures that deadlines are met and that videos and other recordings meet the required standard from inception to delivery.
- Tracks equipment inventory and makes purchase recommendations.
- Assists with equipment maintenance, repairs, and installation.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no supervisory responsibility.

Education and Experience

This position requires an Associate's degree in sound engineering, video production, or a related degree. A Bachelor's degree is preferred. A minimum of 2+ years of experience sound mixing for front of house and monitors for bands in a live environment is required. Experience with video production, lighting stage performances, and with stage management is preferred. Basic knowledge of MS Office is required. Advanced knowledge of large format analog and digital mixing consoles, A/V network control systems, and wireless microphone systems is required.

Physical Requirements

An employee in this position primarily works in a production or stage environment, and uses computers, calculators, phones, and other office equipment to do sound and video editing. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers. Must be able to lift up to 50 pounds and move equipment such as cameras and lighting. Must be able to climb ladders and work at heights of 50' or more on catwalks. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

No travel is required for this position.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.