

**Audio Assistant rev20200506**

1. **Purpose of the Job:**

The Audio Assistant assists the Worship Pastor in cultivating a life giving, passionate and distraction free environment where people experience the presence of God at Vineyard Church through the spiritual and musical leadership of it’s full and part-time (“Staff”), Vineyard’s Dream Team and other people or groups as assigned by the Worship Pastor. Oversee an excellent level of audio quality. Facilitate audio for services, events and recordings. Initiate and oversee audio systems maintenance and repairs.

1. **Experience and Knowledge Required:**
   * Associate Degree or equivalent in field of (one or more) Electronics, Communications, Audio Production, Media, Recording or Music
   * 5 years of experience in live mix, sound reinforcement, AV broadcast and/or music production
   * Possess a musical background, having experience in multi-track audio recording or professional audio systems
   * Ability to create, coordinate, and lead a worship experience with a team from an audio perspective
   * 10 years experience in professional sound reinforcement, broadcast, production or recording
   * Ability to operate a medium/large-sized sound reinforcement system with sensitivity to both musical and ministry excellence
   * Strong leadership and team building skills
   * Vast understanding of the vision, structure and systems related to Worship at Vineyard Church
   * Exceptional organization, communication, verbal and interpersonal skills
   * Ability to work with minimal supervision and handle multiple projects effectively
   * Proficiency in Excel, Word, PowerPoint, and Gmail
   * Ability to learn and use Church Community Builder (CCB) software, Wufoo (survey platform), Church, Planning Center Online (PCO) software, and Basecamp (Project Management System)
   * Willingness to work after hours or on weekends when needed
   * Exceptional work ethic and commitment to excellence
2. **Essential Functions and Responsibilities:**
   * Oversee all audio elements for services and events
   * Serve as primary troubleshooting and management contact for Audio including updating hardware, software, and equipment firmware, regularly maintaining and cleaning all equipment, loading and programming content for services and events
   * Serve as primary manager of all aspects of audio Dream Team, including recruitment, training, scheduling, ministry relations, leadership development, appreciations, social events, and relationship management
   * Work closely with the Audio Pastor and Audio Team members to ensure that equipment and operational procedures are being developed collectively and followed when operating equipment, mixing, maintenance, and training
   * Facilitate audio for services, conferences, and main events
   * Manage and maintain an Audio budget
   * Interact and coordinate Audio vendors and subcontractors
   * Manage projects on new audio installs and upgrades
   * Organize, schedule, and attend regular training sessions for current and potential Dream Teamers
   * Create a system of leadership development to cultivate and train potential Dream Team leaders
   * Regularly evaluate systems and initiate improvements and best practices when appropriate
   * Set direction for audio systems maintenance and repairs
   * Ability to work in a high profile and high-stress environment with excellence
   * Excellent time management, problem-solving, and organizational skills
   * Personal initiative and resourcefulness; ability to act and resolve needs independently
   * Participate in the musical production of all Vineyards services and special events
3. **Other Duties and Responsibilities:**
   * Manage Audio staff, projects, tasks, and prioritize workloads
   * Communicate with Audio Pastor and other team members
   * Assist other Vineyards departments with audio and/or general equipment support
   * Manage the maintenance and repair of Vineyards Campus Audio equipment
   * Available during non-business hours for emergency work
   * All other duties as assigned
4. **Employee’s possess and exhibit the following core values in their daily lives:**
   * Love for God
   * Love for People
   * Work Ethic that is excellent, protective and frugal with time and money
   * Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Share Vineyards vision to fulfill the Great Commission with integrity and passion
   * High capacity multi-task individual comfortable working independently without constant supervision
   * Strong written / oral communication and interpersonal skills
   * Highly self-motivated and directed
   * Ability to effectively prioritize and execute tasks in a high-pressure environment

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_