



Job Description and Qualifications

Job Title:	Audio Director
Department:	Production
Position Schedule:	Full-time, 40 hours per week
Position Status:	Exempt, not eligible for overtime
Reports to:	Production Director
Supervises:	Volunteers
Last Revised:	November 2020

PURPOSE

To provide operational direction of all audio and personnel for Chapel Hill's worship services and special events.

PRIMARY DUTIES

- Running audio for rehearsals, worship services, and special events.
- Audio editing for sermon and special events for posting online.
- Provide or arrange for audio support for other events (i.e. weddings, memorials, children's ministry, seminars/conferences, etc. in consultation with the Production Director).
- Coordinate ongoing maintenance and repair of audio equipment, including regular scheduling of maintenance both internal and warranty service.
- Manage the audio department budget in conjunction with the Production Director; authorize purchases and other expenditures in keeping with department goals and guidelines.
- Assist Production Director with ongoing projects in the technical and production world, i.e. audio, lighting, video, and stage design.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- High School diploma required; additional education or formal training in related field preferred.
- 4 to 5 years of previous experience in audio system design and operation required.
- 2 to 3 years of previous supervisory experience in a technical or related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understands and embraces the mission and vision of Chapel Hill Church and agreement with the EPC Essentials of the Faith (epc.org/about/beliefs).
- Alignment with Chapel Hill's staff values: collaboration, humor, self-starter, emotionally intelligent, lifelong learner.
- Working knowledge of audio signal flow for sound reinforcement and multi-track recording.
- Understanding of basic audio concepts, including equalization, compression, pick-up patterns, etc.
- Ability to work professionally and delegate responsibility to others in a time critical environment.

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.