

Sound Engineer Role Description – 10am service – 2021

We hope to have a team of trained sound engineer volunteers who can volunteer once every 4-6 weeks at the 10am service.

1. Arrive 8:30am or whenever the band leader has advised music practice to start from
2. Initiate the sound system of which you will receive prior training, this includes
 - a. Turning on the sound desk
 - b. Turning on the amplifiers
 - c. Turn on the wireless microphones as required
 - d. If needed; brief the service participants in how to hold/use the microphone
 - e. If needed; ensure the preacher is aware of the options and is assisted in using the nominated microphone
 - f. Ensuring appropriate mixes are sent to the foldbacks
 - g. Ensuring sound is received from the PC
 - h. Ensuring the sound is appropriate level for the service (also check the cry room feed)
 - i. Ensuring sound is sent to the PC for online services (e.g. zoom, teams, skype etc)
 - j. Switch out old batteries in wireless microphones as required
3. Set up/remove the required/unnecessary equipment for the before service music rehearsal
4. Store un-used equipment properly
5. Record the sermon to the appropriate sound recording device
6. Report any breakages or faulty equipment to the relevant member of service
7. Monitor the sound during the service and make any adjustments to minimise distraction from focussing on the Worship of God

After the Service:

1. Pack down the stage as necessary
 - a. Shut down the Sound desk and all ancillary equipment
 - b. Switch off the amplifiers
 - c. Re set the stage to the basic configuration (ensuring any significant changes you were required to make are as close to original as possible)
2. Thank the band and service members for their contributions