



## Job Description

<b>Date:</b>	July 2021
<b>Position/Title:</b>	Music and Audio Producer
<b>Reports To:</b>	Worship Pastor
<b>Employment Status:</b>	Full time
<b>FLSA Status:</b>	Exempt – Learned & Creative
<b>Hourly Requirements:</b>	40 plus hours per week, weekend work required
<b>Employment Relationship:</b>	Employment-at-Will Relationship

**Position Summary:** The Music & Audio Producer carries out Living Word’s vision musically and technically for all audio in online, studio, and live environments. Working with the Worship Pastor and Technical Director, they help define a consistent, reproduce-able and teachable quality and brand of sound for these environments. In addition, the position encompasses aspects of technical production that support, enable and enhance the church-wide ministries of Living Word.

### **Position Responsibilities:**

- ◆ Primary audio engineer who is responsible for coordinating audio team and scheduling for adult worship venues
- ◆ Put ongoing systems in place for growing the audio volunteer teams
- ◆ Responsible for managing and setting worship loops. For all services that need click and loops, prepare an Ableton session with that service's set list and all tempos and loops needed.
- ◆ Record and produce audibly strong, excellent, and engaging Living Word originals and covers.
- ◆ Maintenance, troubleshooting, installation, and upgrades of audio equipment in all building venues.
- ◆ Supports the Technical Director as needed with each week’s live production needs, including basic audio needs, lighting setup, staging setup and visuals for environmental spaces.
- ◆ Serves as regular member of weekend production team.
- ◆ Coordinates with the Technical Director for budgeting, routine equipment maintenance and troubleshooting challenges.
- ◆ Serves as needed in various production positions for special events.
- ◆ Provide portable systems for off-campus events as needed.
- ◆ Assists to ensure digital streaming platforms are working successfully.
- ◆ Other related duties as assigned.

### **Qualifications:**

**Is:**

- ◆ Able to articulate an identifiable salvation experience and demonstrates a willingness to grow spiritually and professionally.
- ◆ A self-motivated designer at heart, able to manage time and meet multiple deadlines.
- ◆ Detailed, adept at problem solving and passionate about excellence.
- ◆ A good communicator who is team oriented, fun to work with and open to critique from team members.
- ◆ Enthusiastic about the vision, philosophy of ministry, and worship style of LWCC.

**Knows:**

- ◆ Well-versed in creating excellent audio mixes on various sound boards, including digital boards. Familiar with plug-ins and distribution systems.
- ◆ Familiar with online streaming platforms and various encoding options
- ◆ how to work successfully in a multi-tasking, multi-staff team environment requiring good relational communication skills and day to day task organization.
- ◆ current and future technical production techniques and trends.

**Physical Demands & Negotiated Accommodations:**

<b><u>ACTIVITY</u></b>	<b><u>REQUIREMENT</u></b>
Sitting:	Required frequently
Standing:	Required frequently
Walking:	Required frequently
Bending:	Required frequently
Climbing:	Required to use a ladder on occasions
Reaching:	Required frequently
Pushing/Pulling:	Required frequently
Lifting:	Must be able to lift 60 lbs.-required occasionally
Carrying:	Must be able to lift 60 lbs.-required occasionally
Balancing:	Must be able to work on a ladder or platform lift
Rotation/Twisting:	Frequently
Hand/Wrist Motion:	Frequently to use equipment
Sight:	Continuously
Hearing:	Continuously
Speaking:	Continuously
Other Activities:	Annual hearing test may be required at leadership's discretion.
Essential to Job:	Sight, dexterity, and proper speech and audio functions.

**Position Expectations:**

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions set forth therein.