

CHURCH SOUNDBOARD OPERATOR
MINISTRY DESCRIPTION
TRINITY UNITED METHODIST CHURCH SARASOTA
Last updated 11/29/16

DESCRIPTION

The church soundboard operator is responsible for providing quality sound for inspirational worship and special events. This is a part-time, ministry position.

QUALIFICATIONS

- A growing Christian whose moral character and emotional stability models the ways of Jesus
- Team player, who is able to both take and give direction through effective interpersonal and communication skills
- Demonstrates mastery of professional sound equipment
- Must be able to climb stairs, lift 50 pounds, and climb a 12 foot ladder.
- Able to do all work in a safe, effective and efficient manner.
- Experience and/or related degree

PRIMARY DUTIES AND RESPONSIBILITIES

1. Technical
 - a. Ensure smooth and appropriate operation of sound at all worship services and special events held in the sanctuary, Haley Hall, and Heritage Hall.
 - b. Setup and operation of appropriate microphones, amplifiers, instruments, and other sound equipment
 - c. Attend x-Claim band rehearsals and other rehearsals as needed to provide sound support.

2. Administration
 - a. Train and coordinate volunteers to assist in providing sound
 - b. Organize and maintain an "Operations Manual" on the basic operation of audio equipment owned by Trinity.
 - c. Maintain current equipment
 - d. Make recommendations to the Trustees for repairs and new equipment purchases

SCHEDULE OF WORK TIME

The Director of Technical Arts will work a 7-10 hour week as an exempt status professional.

- Wednesdays, 6:30 pm – 9:30 pm (3 hours)
- Sundays, 8 am – 12:00 pm (4 hours)
- Occasional hours for training, administration, etc.

Additional paid work for holiday services, special events, funerals, weddings, etc. will be negotiated on a case by case basis.

The Soundboard Operator reports to the Directors of Contemporary and Traditional Music.

Communicate well in advance with the church staff and other volunteers concerning any changes or additions in scheduling or time off. You are responsible for finding and paying a replacement during absences.

- All new staff members will complete a 90-day orientation period.
- All staff members must pass background screening.
- All staff members will abide by Trinity UMC policies, Florida Conference Policies, and the *Discipline* of the United Methodist Church. These include but are not limited to:
 - Staff Policies
 - Child Protection Policy
 - Employee Conduct Policy
 - and the TUMC Leadership Covenant
- We are exempt from unemployment compensation tax; therefore no benefits are available

Starting date- 12/11/16

SPRT Representative

Date

Soundboard Operator

Date