

**EASTRIDGE CHURCH
AUDIO DIRECTOR
JOB DESCRIPTION**

REPORTS TO: Worship Pastor directly, Lead Pastor ultimately.

WORKS WITH: Worship Pastor, Visual Director, Executive team, Pastoral team, office team, and the local community.

KEY ROLE:

The Audio Director serves a very important role in representing Eastridge Church to both the congregation and the community. This role serves as the chief audio expert and primary architect for all audio operations at Eastridge Church. They work to amplify the mission of the church through excellent creative content and operation. The Audio Director works with the creative team and builds volunteer teams. They will also ensure that all campuses and weekend services of Eastridge Church are resourced and services and events are executed with the highest level of excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Audio Production-Live & Studio

- Stage/platform set up and management for weekly services/events.
- Microphone and input management-assigning mics/inputs to singers/band members.
- In-ear monitor system organization and management.
- Management of audio systems at alternate Eastridge venues-campus and environments.
- Work alongside visual director as needed for video and studio projects.
- Manage & maintain audio and broadcast equipment in all venues and environments.

2. Volunteer Team Management

- Recruit, train, and develop volunteer audio and stage teams.
- Scheduling of audio and stage volunteers as needed.
- Manage weekly, monthly, and yearly event calendars.

3. Stage Design

- Maintain a database of stage design looks, ideas, and designs.
- Prepare stage look options for presentation to Creative Team.
- Prepare plans, timelines, and budgets for stage design installations and stage refreshes taking place generally at Christmas, New Year, Pre-Inspire/Easter, Fall.
- Lead volunteer teams to strike and install new stage looks.

4. Web, Broadcast, and Podcast Management

- Working with the Visual and Marketing Directors, prepare and post weekend services to web and podcast outlets.
- Strategize new and effective uses for service videos.

- Manage and ensure quality of broadcast video across multiple campuses.
- about key events.
- Provide assistance, input and ideas for special events, projects, videos, etc.

5. Creative Idea Generation

- Attend and participate in weekly Creative Team meetings.
- Brainstorm ideas for upcoming events.

QUALIFICATIONS:

- Experience in audio production-both live and studio.
- Strong written and verbal communication skills.
- Experience in stage design including managing ideation, planning, and installation across the calendar year.
- Strong computer skills (Mac environment) in: Adobe Creative Suite, Microsoft Office programs, major social media platforms, knowledge of website development.
- Highly organized with detail and time management and leadership skills.

ESSENTIAL SKILLS REQUIRED FOR SUCCESS: The Audio Director must be a positive and hard working person. A heart to collaborate and the ability to work under tight deadlines are necessary. Personal integrity and holiness are part of the job. This is more than a work position it is a representation of the Lord and the ministry of Eastridge. The ability to hold confidential information is vital in this position. A "can do" spirit and a commitment to strong teamwork will open the path for great success.