

**Job Description for
SOUND TECHNICIANS**

(Responsibilities shared among the Technicians)
at the United Methodist Church of Woodland

OVERALL RESPONSIBILITY:

To support the audio portion of the worship services and other special events such as weddings, funerals, etc. through the management of microphones, speakers, and sound boards. When outside groups make arrangements to use our hall, they sometimes also need audio support. This is arranged through the Board of Trustees. Events held in the social hall require extra set-up and breakdown time.

SPECIFIC TASKS:

1. Before support for the Celebrate! Service, attend the rehearsal to determine the specific set-up that will be needed: the number of microphones, for example.
2. Arrive one half hour before the event to hook up equipment and perform sound checks.
3. During the event turn microphones on and off as needed to prevent feedback.
4. Tape-record the worship service for shut-ins.
5. Occasionally prerecorded music is used. The music director provides needed discs.
6. Return equipment to secure storage at end of the event.

TIME REQUIREMENT

Training is provided for new volunteers. Time for the actual event ranges from about two and one half hours for the Celebrate! service to about forty minutes for the traditional service, in addition to the actual time of the service.

ADDITIONAL RESPONSIBILITIES OF THE CHAIRPERSON OR TEAM LEADER

Time spent training new volunteers, and work on new equipment or replacement as needed.