

# BOULEVARD PRESBYTERIAN CHURCH POSITION DESCRIPTION

## Part-Time Audio and Livestream Technician

### **Purpose:**

To support Boulevard's music and worship ministries by efficiently and effectively managing the audio components and sound quality during worship service and to control the Livestreaming of the service on a digital platform.

### **Responsibilities:**

The candidate will set up, maintain, monitor, and tear down audio equipment and run Livestream broadcasts during Sunday morning worship services and special services throughout the year. Duties include:

- proper setting up of microphones, charging microphones or replacing batteries and making ready various microphones needed for the service.
- turning on the sound system if needed, checking for proper operation, and adjusting as needed.
- following the service, collecting, storing cords, microphone and re-charging the microphone or microphone batteries.
- setting up, initiating, and monitoring the Facebook Livestream or other livestream technology to broadcast the service. This includes setting up, initiating, and adjusting the streaming camera, ensuring it is operating properly and aligned during the service. The person will be in the sanctuary monitoring and adjusting the camera and audio for the highest quality possible.
- Learn to efficiently initiate the Livestream and use equipment and software available and be proficient in Facebook Livestream (the current platform) or be willing to learn and become proficient in any updated system.
- When services are held outside on church grounds, the person will be responsible for set-up and tear-down of the audio equipment.
- When extra worship services are held during, for example, Holy Week and Christmas, the person will perform the above audio and Livestream duties during these special services and be compensated on an hourly basis.
- Running audio and livestream during special occasions such as congregational meetings. These occasions do not include weddings and funerals.

### **Schedule:**

It is estimated that this position will typically require 3 hours per week for a normal Sunday service. Typical hours for Sunday worship are 9:00 a.m. to 12:00 p.m. Additional hours are anticipated during the training period and special services. The person will be compensated for the special services and training at the same rate.

The technician is expected to attend the worship service, arriving one hour prior to the service to set up all equipment, stay for the duration of the approximately one-hour long service, monitor the sound and Livestream broadcast during the service, and take one hour to disassemble and store all equipment after each service.

### **Oversight:**

The technician will report to the Worship and Music Committee, the Head of Staff or designee who will ensure the person has proper training and gets guidance about the audio and livestream requirements at each service.

**Compensation:** This position is compensated at \$75 per Sunday service.

**Applying:** To apply for this position, email a resume and cover letter to [office@blvdchurch.org](mailto:office@blvdchurch.org) care of the Personnel Committee. Please include references.