



# THE BASILICA OF SAINT MARY

## Position Description: Sound Technician

<b>Date:</b>	January 29, 2023
<b>Position:</b>	Sound Technician Manager
<b>Department:</b>	Liturgy and Sacred Arts
<b>Supervisor:</b>	Coordinator of Contemporary Liturgical Music (is this correct?)
<b>Status:</b>	20 hours / week, 12 months / year

Note: Sound Technicians are part of a 3-5 person team. Generally only one technician is scheduled per shift. Available shifts can vary greatly depending on the time of year and availability of other sound techs.

Saturday, 5:00pm Mass  
Sunday, 7:30, 9:30, 11:30am, and 5:00pm Masses  
Occasional Sunday 1:30pm Masses/Events  
Frequent weddings (Friday, 5:00pm; Saturday, 12:00 and 3:00pm)  
Occasional Funerals (usually weekday, midday)  
Occasional Concerts (usually weekend, after the Mass)  
Occasional Ministry programs (usually evenings, Saturdays, or Sundays after 9:30 and 11:30am Masses)  
Occasional large Archdiocesan Masses (usually weekdays, evenings)  
Must have Christmas Eve/Day and Holy Week/Easter availability

### PURPOSE OF THE POSITION

Responsible for recruiting, interviewing, and training Sound Techs, serving as a Sound Technician and providing livestream support. Gain an understanding of the liturgies and events that need Sound Techs and livestream support. Make assignments and communicate a monthly schedule to support the in person and livestream sound needs of the Liturgies and ministries. Support the vision and mission of The Basilica of Saint Mary by coordinating the Sound Technician Team.

### SCOPE OF THE POSITION

- Reports to and takes direction from the Coordinator of Liturgical Celebrations
- Hire, train, schedule, manage and supervise Sound Technicians.
- Responsible for well-mixed, quality sound for all liturgies and events in collaboration with the music ministry and sacred arts team, and supports other ministry needs when sound is a critical programming element.

### POSITION QUALIFICATIONS

- A.A.S. Live Sound & Show Production (or equivalent training) preferred.
- Availability to work nights, weekends, and holidays.
- Supervisory and staff scheduling experience preferred.
- Experience with livestreaming preferred.
- Strong oral and written communication.

- Positive attitude and ability to work well with others.
- Experience with Allen & Heath DLive C3500 desk preferred.
- Experience mixing sound in church settings preferred.

### **PRIMARY FUNCTIONS AND MAJOR ACTIVITIES**

- Work with vendors, including EMI Audio, to keep equipment updated and functioning well. Adapt as problems arise and aid in basic equipment repair.
- Hire, train, schedule, and supervise Sound Technicians to work with Basilica campus sound and livestream systems including: main Church – sound board for livestreamed services and events; Ground Level – Sound Board for Church livestreams. Teresa of Calcutta Hall; School Great Hall (3rd floor) and Lower Level Room 7. Work with Livestream Equipment in the main Church; St. Joseph Chapel; and camera and projection systems in Teresa of Calcutta Hall; School Lower Level Room 7, Room 4; and Cowley Wagner Room.
- With the Coordinator of Liturgical Celebrations and Director of Communications, work to anticipate when Sound Technicians and livestream support is needed.
  - Participate in seasonal planning meetings for Christmas and Easter.
  - Develop and communicate a monthly schedule for Sound Techs and share with the requesting staff.
  - Develop a process and timeline for Liturgy and other staff to submit requests for Sound Technicians and communicate clearly who is scheduled to cover assignments and which requests will be supported, and which will not.
  - Communicate suggestions to liturgy and other staff about set up, placement of equipment/musicians, for best sound results.
- Serve as a Sound Technician and occasional tech support for the Basilica's livestreaming equipment.
  - Be present for all assigned shifts, arriving prior to all scheduled events (generally one hour prior to event start time) to make sure the equipment is working, and there is a clear understanding of sound needs.
  - Plan equipment requirements based on sound need requests.
  - Set up and take down mics and other equipment – quickly and efficiently.
  - Check all equipment prior to the event and be prepared and present for any scheduled sound check with musicians or speakers. Sound check musicians – vocal, brass, string. Blending sound for choirs of up to 100 people
  - Provide a well-supported sound mix during events.

### **Physical Demands**

- Must be able to lift at least 40 pounds and be able to climb stairs and ladders.
- Must be able to stand for extended periods of time.

### **Mental Demands**

- Ability to meet intense demands to support volunteers and staff for Liturgical Celebrations and other events.
- Adaptable with the ability to make appropriate decisions quickly.

- Able to work with minimal supervision.
- Ability to maintain confidentiality.
- Able to prioritize tasks, workloads, and workflow while being present to the people, liturgies and other ministries being supported.
- Ability to work well with many different personalities.

**Dress Code**

- At all times, the dress code is to be professional (see HR manual).

**Employment by the Catholic Church**

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose and teachings of the Catholic faith.

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_