



# THE BASILICA OF SAINT MARY

## Position Description: Sound Technician

<b>Date:</b>	August 2023
<b>Position:</b>	Sound Technician
<b>Department:</b>	Liturgy and Sacred Arts
<b>Supervisor:</b>	Coordinator of Contemporary Liturgical Music
<b>Status:</b>	Non-Exempt - Hourly (2-10 hrs/wk; 12 mo/yr)

**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**

The position of the Sound Technician is to function as an effective ministry team member who can manage and support the various sound systems used by The Basilica of Saint Mary, including but not limited to the main sound system in the church, the Teresa of Calcutta Hall system, the School Great Hall system, and the School LL7 System.

### **SCOPE OF THE POSITION**

Sound Technicians are part of a team, yet usually only one technician is scheduled per shift. Available shifts can vary greatly depending on the time of year and availability of other sound techs.

- Reports to and takes direction from the Coordinator of Liturgical Celebrations
- Responsible for well-mixed, quality sound for all liturgies and events in collaboration with the music ministry and sacred arts team.

### **POSITION QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

- A.A.S. Live Sound & Show Production (or equivalent training) preferred.
- Availability to work nights, weekends, and holidays.

- Experience with Allen & Heath DLive C3500 desk preferred.
- Experience mixing sound in church settings preferred.

### **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**

This position supports people, both volunteers and staff, for the celebration of the liturgy and other events. The mental demands can be intense.

- Ability to adapt and make appropriate decisions quickly.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality.
- Ability to prioritize tasks, workloads, and workflow while being present to the people and liturgies being supported.
- Ability to work well with many different personalities.
- A positive attitude and ability to work well with others.
- Respects and values a diverse culture.

## **PRIMARY FUNCTIONS AND MAJOR ACTIVITIES**

Must have appropriate technical skills to utilize the Basilica technology systems required by the position. Provide well supported sound mix.

- Allen & Heath DLive C3500
- Livestreaming equipment (serve as occasional tech support for livestreaming)

Be prepared and understand the sound requirements for various events.

- Be present for all assigned shifts, arriving prior to all scheduled events (generally one hour prior to event start time).
- Check all equipment prior to the event to make sure the equipment is in working order.
- Ensure there is a clear understanding of the sound needs and be prepared and present for any scheduled sound check with musicians or speakers.
- Set up and take down equipment and mics – quickly and efficiently.
- Provide a well-supported sound mix during events.

Collaborate and communicate with liturgy staff.

- Attend seasonal planning meetings for Christmas and Easter.
- Communicate suggestions regarding set up, placement of equipment, musicians, etc.

Accept additional responsibilities identified (as needed) by your supervisor.

### **Designation of Essential Functions**

Employment in and by the 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 to 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 \_\_\_\_\_