

TIMES SQUARE CHURCH

Audio Director | Job Description

Department: Production

Direct Oversight: Worship Director

Supervisory Responsibilities: Audio volunteers

Key Relationships: Production Director, Creative Director, Worship Director

Qualifications

- Minimum of 4 years experience and proficiency in mixing audio (studio and live settings)
- Proficiency in ProTools mixing, editing, and music editing.
- Proficient in DigiCo audio consoles and Waves sound grid.
- The ability to function at a high level of effectiveness and calm in stressful situations.
- Proficiency in tuning vocals.
- Ability to lead recording sessions with multiple people.
- The ability to manage large projects at the direction of the Worship Director and Production Director.
- Strong leadership and team building skills.
- Not required, but a bonus if possessing a musical background, with an added benefit of having an Associate Degree or equivalent in the field of (one or more) Audio Production, Media, Recording or Music.

Primary Responsibilities

(Includes, but not limited to the following)

- Oversee the audio experience for Times Square Church as a whole. Including live services in-person and online, worship video recordings, and studio recordings.
- Mix for live online services.
- Post mix for video shoots involving worship.
- Mobilize and train Audio staff and volunteers.
- Manage and maintain an Audio budget.
- Identify and develop new Audio staff and volunteers.
- Regularly evaluate systems and initiate improvements and best practices when appropriate.
- Set direction for audio systems maintenance and repairs.
- Ability to work in a high profile and high-stress environment.
- Willing and stamina to periodically carry a heavy workload.

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- Excellent time management, problem-solving, and organizational skills.
- Personal initiative and resourcefulness; ability to act and resolve needs independently.
- Able to deliver excellence with limited management direction.
- Manage Audio staff, projects, tasks, and prioritize workloads.
- Available during non-business hours for emergency work.
- All other duties as assigned.
- Attend church wide staff meetings.

Culture Standards

- Has a positive, fun, and enjoyable attitude
- Enjoys working hard and optimistic about challenges.
- Teachable and open to asking for feedback regularly.
- Focused on the development and discipleship of others.
- Creates a feeling of belonging on the team and fosters open dialogue.
- Responds to emails, texts, and other lines of communication promptly.
- Available to work evenings and weekends as required.
- Effectively communicates process, progress, and results.
- Concentrates his/her efforts on the more important priorities and manages time well.
- Anticipates and adjusts for problems and roadblocks.
- Not fearful of acting with minimal planning.