



ZION CITY

JOB DESCRIPTION

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New
Revised

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Full Time
Part Time

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Exempt
Non-Exempt

Date Prepared: March 2022

Job Title: Audio Director

Employee:

Department: Live Production

Oversite:

I. Summary of the position:

The Audio Director is responsible for managing and overseeing all Live Production Audio projects for Zion City. The Audio Director works on the Live Production team and with internal staff, and contractors to coordinate, develop, and execute all Live Production Audio related platforms, programs, and technologies. The Audio Director also works to install and upgrade any and all campus Audio systems.

II. Experience and Knowledge Required:

- Minimum 2 years experience in a Audio Director or equivalent leadership role.
- Extensive knowledge of overseeing Audio production technologies and capabilities with an understanding of online/livestream Audio ministry techniques and sound level principles.
- Experience using related resources, vendors, and contractors for project completion.
- Ability to train others specific to Audio ministry content and technology related subjects, apps, and products.
- Positive approach to quickly handle, troubleshoot, and solve technical needs/concerns.
- Ability to think ahead, anticipate needs and offer creative solutions. Strong attention to detail and accuracy.
- Ability to use discretion and understanding in relation to a ministry-conscious environment.
- Professional, credible and commitment to high standards, and personal accountability.
- Ability to lead, problem solve, and translate sound effectively to any kind of room or space through various Audio equipment and platforms.
- Able to manage multiple projects simultaneously while meeting deadlines.
- Ability to learn new software/plugins.
- Experienced Audio production in a live production environment.

III. Essential Functions and Responsibilities:

- Provide oversight, leadership, and direction for all related Audio platforms and projects.
- Partner with oversight and staff on project planning and program development
- Work with oversight to develop vision, strategy, and budget for all Audio elements of services and events.
- Maintain Audio equipment and anticipating future needs for obtaining or upgrading gear.
- Provide guidance and feedback on related projects to oversight, staff, contractors, and volunteers.
- Maintain awareness of the changing world of Audio production, including what leading churches are producing.
- Organize weekly tasks and communicate with oversight and team on current and upcoming projects.
- Evaluate Audio production/processes. Update communications, reports, and maintenance of Audio platforms.
- Recruit, develop, maintain, oversee and train serve team on Audio programs and app related platforms for the campus service experience.
- Assist with all aspects of Audio services including maintenance, applications and events including pre-service meetings, operation of production equipment, and coordinating in-service transitions.
- All other duties as assigned.

IV. Attributes:

- High-capacity - Self-directed individual. Comfortable working independently with limited supervision.
- Highly collaborative, organized leadership with ability to multitask and work well with others as a team player.
- Attitude and heart of a servant, enjoyable to be with, and devoted to the call of God and vision of Zion City.
- Trustworthy, faithful, and life-giving
- Task-oriented with a drive to pursue excellence
- Strong written/oral communication and interpersonal skills
- Out-of-the-box thinker with a creative mindset
- Life-giving spirit and attitude

V. Supervisory Responsibilities:

- Assigned Staff
- Volunteers

VI. Physical Demands:

- Sitting/Standing for extended periods of time while directing live services and producing content.
- Frequent light lifting with times of occasional moderate lifting
- Occasional bending, stooping, kneeling, twisting, reaching, pushing, pulling motions
- Ability to drive personal or church vehicle

VII. Routine Personal Contact:

- Regular interaction with Pastors, Zion City staff, volunteers, and guests/visitors.
- Outside churches, contractors, vendors, and community partners.

**This description is not all inclusive, and other duties may be assigned as necessary.*

Zion City does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches. Zion City does discriminate on the basis of religion.

Employment Requirement: Zion City Staff are expected to be or become a partner of Zion City upon employment and have completed or committing to complete Zion City Next classes within 90 days of employment.

Employee Signature: _____

Date: _____

Pastor/Oversite Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____