

Audio Engineer – Job Description

General Description

In support of the Production Director, the Audio Engineer is responsible for the overall technical audio coordination, administration, and implementation of the audio production process for LH Studios as it pertains to filming and recording of all original content. This includes coordinating communication between the Production staff and associated volunteer team leaders/members; ultimately ensuring timely quality audio production.

Essential Job Functions

1. Function as the technical audio leader in LH Studios; coordinate and capture audio for taped and live productions, including LH Kids, LH Worship Experience, devos, and other segments; ensure any issues are resolved quickly and with minimal distraction and negative impact on worship services and special events.
2. Mix Sunday service audio for broadcast and online consumption.
3. Upload podcast each Monday for Sunday Services.
4. Regularly review the creative calendar/filming schedule and provide support to the Production Director in the audio production of programming. Communicate the need for information or clarification as needed.
5. Coordinate studio functions to ensure all audio needs (cue sheets, volunteer schedules, information sheets, work instructions, etc.) are provided for all programs and events, including needed repairs and maintenance and upgrade recommendations.
6. Function as administrator/coordinator for the studio audio teams, recruiting new team members and keeping them informed, trained, and ready to serve.
7. Ensure proper setup, organization, maintenance, and overall cleanliness of the studio area.
8. Specify, obtain, and organize all necessary audio supplies/equipment (USBs, batteries, light bulbs, etc.); organize new purchases and regularly perform equipment maintenance to ensure all assets are fully functioning and working properly.
9. Record, capture, and send audio to relevant ministry partners, Production Director, and editing teams immediately after filming.
10. Build and maintain the Lighthouse culture across our studio team.
11. Stay current with leading technologies, advising the Production Director as to the recommended direction of the studio.
12. Perform other duties as assigned.

Education and Experience

The ideal candidate has been a partner of LH for no less than 1 year. This position requires a minimum of 1 to 3 years of experience as a staff member in a production ministry or other related production support capacity. Possession of a BS/BA Degree in Business, Theater, Film, Video Production, Audio Production, or related field is a plus. The successful individual will be a self-starter, organized, and possess the ability to see major projects through to completion, resolving issues as needed along the way. Working knowledge of Microsoft Office, Pro Tools, Planning Center Online, Waves Soundgrid, audio mixing, and other related production applications is required, along with significant knowledge of and experience with internet resource gathering.

Compensation

This is a full-time position (40 hours per week) compensated at a rate depending on experience. The schedule is subject to change.