



WESTMONT

Chapel/Gym Sound Technician

Campus Pastor's Office

Position Summary

This full time position is in charge of all aspects of Chapel production.

Qualifications

Position requires: sound production experience, video editing and production experience, working knowledge of industry standards for sound production, and lighting experience, including equipment and best practices. Administrative and leadership experience or skillset to manage and lead student employees who set up, take down, and help run chapel services. Personal affirmation of the Christian mission of Westmont College, the Community Life Statement, the Statement of Faith and adherence to its behavioral expectations. Demonstrated organizational skills. Developed technical skills using computer applications/software (e.g. google suite, Planning Center, ProPresenter, etc.). This position requires a self-starter that can anticipate needs, work alone, and creatively problem solve. Bachelor's degree preferred.

Specific Responsibilities

Chapel Logistics:

1. Gym set up and take down: mats, stage, curtain, banners, sound, lighting, video, chairs, streaming; supervise student crews: set-up 6, sound tech 4, strike team 5, tear down 6
2. Train all students (new students every semester)
3. Student timecard management
4. Chapel live sound mixing
5. Recording, editing and uploading Chapel audio and video
6. Maintenance/repair of all equipment
7. Designing and troubleshooting for Chapel's complex portable sound system using between 4 and 60 mic channels
8. Interface with campus pastor, staff, chapel speakers, band members, orchestra, choir
9. Weekly Chapel schedule: Monday, Wednesday, Friday August-April:

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|----------|---------------------------------------------|
| 6:30 am | Set-up |
| 7:15 am | Full rehearsal |
| 8:45 am | Office work or equipment maintenance/repair |
| 10:00 am | Chapel walk-thru and prep |
| 10:30 am | Chapel service |
| 11:30 am | Strike, tear-down, and cleanup |
| 12:15 pm | Finish/dismiss crews |

Chapel team meets for planning and strategy discussions Wednesday afternoons from 1:15- 2:30 pm.



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Other gym events:

10. In charge of all aspects of production for all non-athletic events in the gym
11. Gym set up and take down: mats, stage, curtain, banners, sound, lighting, video, chairs, streaming heavy tech set-up (may include re-aiming lights in the gym ceiling w/ lift)
12. Production meetings as needed for events:
13. Works with Westmont Activity Council, Provost's Office, College Events Office
14. Train and supervise student crews
15. Maintenance/repair of all equipment
16. Events include but are not limited to:
 - Orientation Welcome and Service of Commitment Approx 30 hours
 - "This is Westmont" event Approx 10 hours
 - Bingo Night Approx 5 hours
 - Midnight Madness Approx 8 hours
 - Spring Sing Kick Off Approx 8 hours
 - President's Ball Approx 8 hours
 - Concerts Approx 7-30 hrs
 - Support for Commencement and Spring Sing TBD
 - Interface with all parties involved in each production

General Responsibilities

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Schedule: This is a full-time 9-month position.

Reports to: Campus Pastor's Office