

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Assistant Audio (A2) – Monitor Mixer

The purpose of the A2, under the direction of the FOH Audio Mixer, is to assist with other audio needs for the weekend services, including set up and tear down of audio equipment, cables, monitors and mics.

Position Responsibilities:

1. Following the weekly input sheet and stage layout map, connect microphone and speaker cables to stage boxes, mics, direct boxes and monitor speakers
2. Conduct sound check with band
3. Adjust monitor mixes as needed
4. Correctly identify wireless mics, set up with batteries and place in appropriate positions
5. Set out and connect personal monitoring stations for the band

Requirements:

Demonstrated ability to set up all audio equipment for a weekend service without help • Knowledge of how music fits together, and ability to create consistently good mixes • Ability to pay attention, adapt to changes and function well in a live production setting • Knowledge of or willingness and ability to learn digital mixing consoles and the software for personal mixing system • Ability to follow written and verbal instructions with great attention to detail

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

FOH Audio Mixer

Music Director

On Stage Talent

Competencies:

Organization. Calm under pressure. Problem-solving. Good communication and People Skills.

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Broadcast Audio Mixer

Provide a balanced mix of various audio sources appropriate for all sound signals outbound to display devices from the West Worship Center including and not limited to: Video Record Devices and monitoring, WBC website and streaming, Virtual Pastor (East Worship Center), the family rooms and the various display devices throughout the church.

Position Responsibilities:

1. Ability to mix or re-mix inbound FOH sound to represent what is visually displayed
2. Understanding of best practices for Broadcast Audio Environment
3. Understanding of best practices for Studio Recording Environment

Requirements:

Demonstrated ability to set up all audio equipment for a weekend service without help • Knowledge of how music fits together, and ability to create consistently good mixes • Ability to pay attention, adapt to changes and function well in a live production setting • Knowledge of or willingness and ability to learn digital mixing consoles and software • Ability to follow written and verbal instructions with great attention to detail

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

FOH Audio Mixer

Service Producer

Competencies:

Organization. Calm under pressure. Problem-solving. Good communication and People Skills.

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Camera Operator

The video camera operator is responsible for the operation of video cameras during a live services or events. He/she may be one of several operators who work under the supervision of the Video Director and/or technical director. During rehearsals, Camera ops will learn their shot set-ups and perfect blocking (if mobile), framing, and camera angles. The video camera operator will take direction from the Video Director over headset communication. It is the Cam Op's responsibility to keep cameras in proper operating order, including but not limited to: camera balance, drag settings, comms, and any other operating adjustments before rehearsals and service times. In pre-service, the cam op must also prep his or her camera, perform white balance and/or back focus if necessary.

Position Responsibilities:

1. Good visual sense of composition
2. Understanding of camera controls and operation
3. Prep Camera for required operation as directed

Requirements:

1. Basic understanding of Camera operation
2. Able to take camera direction
3. Present Video Director with interesting shot composition and movement

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 8:00 AM – Traditional Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Video Director

Video Technical Director

Service Producer/Director

Competencies:

Calm under pressure. Problem-solving. Good communication.

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Front of House Audio Mixer (FOH)

The purpose of this position, under the direction of the Technical Director, is to mix audio and assist with other audio needs for the weekend services, including set up and tear down of audio equipment, cables, monitors and mics, and will use various measuring devices and displays to ensure quality control.

Position Responsibilities:

- Following the weekly input sheet and stage layout map, connect microphone and speaker cables to stage boxes, mics, direct boxes and monitor speakers
- Conduct sound check with band
- Adjust monitor mixes as needed
- Correctly identify wireless mics, set up with batteries and place in appropriate positions
- Set out and connect personal monitoring stations for the band
- Use/Learn: measuring program SMART and Dante Routing systems

Requirements:

Demonstrated ability to set up all audio equipment for a weekend service without help • Knowledge of how music fits together, and ability to create consistently good mixes • Ability to pay attention, adapt to changes and function well in a live production setting • Knowledge of or willingness and ability to learn digital mixing consoles and the software for personal mixing system • Ability to follow written and verbal instructions with great attention to detail

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 7:45 AM – Traditional Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Service Producer/Director

Competencies:

Organization. Calm under pressure. Problem-solving. Good communication and People Skills.

Wheaton Bible Church

Worship Arts Volunteer Position

Technical Role: Stage Manager

Ensure orderly stage direction and service element transitions for Sunday morning services & rehearsals.

Position Responsibilities:

1. Perform/Oversee Stage transitions at appropriate times during services & special events.
2. Coordinate and mark on stage performance positions, Speaker positions, Guest positions, Band Positions, Vocalist Positions – coordinating with Service Producer/Director, Lighting and Video Directors.
3. Manage set-up & strike, transitions, service order changes, worship team coordination, Speaker/Guest direction/cuing, be the eyes, ears and communication on the stage.
4. Manage, coordinate and execute Scenic Elements and transitions.
5. May act as Audio Assistant (A2) - assist with Audio Line Checks, Monitors, Mic Inputs

Requirements:

Able to read Stage Plots, Audio Docs, Scenic Docs, Word, Excel

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 7:45 AM – Traditional Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Service Producer/Director

Competencies:

Organization. Calm under pressure. Problem-solving. Good communication and People Skills. Audio experience (& music equipment), Scenic knowledge helpful

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Video Graphics Operator

Operate computer graphics system (CG) that will display visuals including song lyrics, information and message support material for congregation to enhance the service experience. May be called upon to create, edit or modify visual material to be displayed.

Position Responsibilities:

- Load & Update Lyrics, Sermon Support Graphics, and information graphics
- Advance song lyrics at appropriate times during worship
- Advance Sermon support graphics at appropriate times during message
- Operate Video Playback system
- Operate Media Server software / Still Store
- Excellent sense of timing and music timing, Music knowledge, big plus

Requirements:

- Basic knowledge ProPresenter or editing in word processing software
- Good spelling & grammar skills
- Proofreading
- Basic Visual Layout skills
- Basic understanding of kerning
- Mindreading a plus

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 8:00 AM – Traditional Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Service Producer/Director

Video Director

Video Technical Director

Competencies:

Calm under pressure. Problem-solving. Good communication.

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Video Shading Operator

Balance the brightness of the cameras throughout the services. Video Shaders are essentially people who have a fine eye capable of recognizing color and image variations and the skill to adjust the cameras so they match and are properly irised.

Position Responsibilities:

1. Adjust and match camera brightness during services & special events with minimal direction in timely fashion
2. Maintain cameras with proper basic white and black balance
3. Notify camera operators when focus adjustments are needed.

Requirements:

1. Basic knowledge of setting white and black balance for cameras
2. Basic knowledge in reading waveform/vectorscopes to assist in matching cameras in exposure and color balance.
3. Ability to make visual adjustments in matching camera exposure levels in fast paced environment.

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 11:30 AM – IDP Service

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Video Director

Video Technical Director

Competencies:

Calm under pressure. Problem-solving. Good communication. Technical background in video camera operation is a plus

Wheaton Bible Church

Worship Arts Technical Volunteer Position

Technical Role: Video Technical Director (VTD)

The video technical director (VTD) is the operator of the video switcher and associated devices as well as serving as the video crew chief. It is the VTD's job to ensure all positions are manned and all equipment and facilities are checked out and ready before the live service begins. The VTD is responsible for the technical quality of the signal being recorded or streamed and will use various measuring devices and displays to ensure quality control.

Position Responsibilities:

- Must have working knowledge of video switcher and able to perform the minimum basic tasks, send appropriate video source(s) through Aux switcher settings and have working knowledge of the video router
- Will switch video sources, perform live mix effects and transitions, insert and playback pre-recorded material, graphics and titles as instructed by the director.
- Manage what is viewed on all support displays throughout the service.

Requirements:

1. Should have working knowledge of camera operation, shading, graphics & video playback systems.
2. Basic knowledge in reading waveform/vectorscopes to assist in matching cameras in exposure and color balance.
3. May provide training to more inexperienced members of the video crew when needed.

Schedule:

Sunday, 7:00 AM - Contemporary Services

Sunday 8:00 AM – Traditional Services

Sunday 11:30 AM – IDP Service

Wednesday 6:00 PM - IDP Rehearsal

Thursday 6:00 PM – Contemporary Rehearsals

Special Events/Services & Rehearsals as Scheduled.

Reports To:

Technical Director

Works Closely With:

Video Director

Service Producer

Competencies:

Calm under pressure. Problem-solving. Good communication. Technical background in any/all video operation roles is a plus