



## AUDIO ASSISTANT

An Audio Assistant assists with audio related needs such as stage setup, audio recording, basic audio console operation, and supports the Audio Lead. A volunteer may choose to stay in this role or use it as a training step for an Audio Lead. No experience is necessary; training will be provided.

**Expectation:** An audio assistant will understand the basic stage setup and audio needs for gatherings and events upon completion of training. Audio Assistants will provide support to the Audio Lead and people on the platform when needed. An Audio Assistant will be familiar with the flow of gatherings or events prior to the scheduled serve date. Familiarity with outlined music in the gathering flow is also required. This information can be found by logging into Planning Center Services

**Commitment:** Serve a minimum of one time a month, but no more than three times a month for Sunday volunteer positions. All other weekly gatherings or events can be as often as a volunteer would like. A volunteer must attend rehearsals for gatherings and events as scheduled. Typically rehearsals are on the same day as the gathering. There may be additional rehearsals for seasonal events.

**Training:** Training for this position will begin with production staff or another production volunteer. Volunteers will be trained on basic audio connections/digital patching, cables, signal flow, microphones, microphone placement, recording equipment, basic audio console functions, and organizing audio equipment. The training times will happen at a separate scheduled time and/or during gatherings to begin training on the items listed above. This training can be a step in the process of becoming an Audio Lead. Production staff will determine when a volunteer is ready to complete these functions on their own without guidance and scheduled regularly.