Audio Director

Church on the Rock | Job Description

Reports directly to the Production Director
Full-time hourly position | 35 hours per week

Role Overview

The Audio Director serves the mission of Church on the Rock by creating clear, consistent audio that supports worship, communicates the message, and helps people engage without unnecessary distractions. This role combines hands-on audio production with the leadership and spiritual care of the audio team.

The Audio Director works closely with the production and worship teams to prepare for services and events. This role will mix Sunday morning live audio and help provide oversight, technical support, and regular training for audio engineers across campuses. Responsibilities also include podcast recording, Dante routing, equipment care, and volunteer development.

This position must personally and professionally commit to the mission and leadership of Church on the Rock and to faithfully strive to fulfill the vision of Pursuing God, Pursing People and Living Life to the Full.

Key Responsibilities

- Mix Sunday morning live audio for worship and spoken word, maintaining clear vocals, a balanced musical mix, and appropriate sound levels for the room.
- Work closely with audio engineers across the other campuses to help provide oversight, troubleshoot issues, share best practices, and strengthen consistency in audio quality.
- Prepare audio systems for rehearsals, services, and special events, including input lists, patching, sound checks, and microphone placement.
- Coordinate with the Worship Pastor on musical direction, arrangements, dynamics, transitions, and the overall worship experience.
- Work with the Worship Assistant to communicate scheduling needs, rehearsal details, and service information that affects the audio team.
- Set up and record podcasts in Pro Tools, manage recording levels, edit audio, and organize session files for an efficient production process.
- Manage Dante routing and audio connections, maintain clear routing documentation, and troubleshoot signal-flow issues.
- Maintain audio equipment and organized work areas, identify repair needs, and recommend improvements to production leadership.
- Recruit and develop audio volunteers and lead regular training for audio engineers across campuses through hands-on instruction, coaching, and constructive feedback.
- Build relationships with team members and encourage spiritual growth, a servant-hearted attitude, and healthy collaboration.
- This is a full-time, clock-in position. Weeks will consist of a 35-hour work week. Throughout the year there are special monthly and quarterly staff obligations and attendance is mandatory

What Success Looks Like

Success in this role is reflected in both the quality of the audio and the health of the people serving. Examples include the following:

Clear and consistent live audio. Lyrics and spoken words are easy to understand throughout the room. Instruments are balanced, musical dynamics are supported, and feedback or disruptive level changes are addressed promptly.

Prepared services and rehearsals. Systems are checked before rehearsal, routing is verified, and known issues are communicated early. The team understands the service plan and is ready to support transitions and changes.

Reliable podcast recordings. Sessions capture clean, intelligible speech without clipping or preventable noise. Files are organized, edits are clean, and completed audio is ready within agreed timelines.

Dependable Dante routing. Audio reaches the intended destinations, routing is documented, and connection issues can be identified and resolved efficiently.

Strong ministry partnerships. The Audio Director works closely with the production and worship teams, communicates proactively, and collaborates with audio engineers across campuses to follow through on needs and improvements.

Growing audio teams. Audio engineers across campuses receive regular training and coaching, understand shared expectations, and become more confident and capable. Team members can independently handle assigned responsibilities and know where to turn for support.

Spiritually rooted leadership. A personal walk with Jesus shapes how this leader serves, responds under pressure, and treats people. Prayer, humility, teachability, and care for the team remain visible in everyday leadership.

Well-cared-for equipment. Work areas are orderly, equipment is maintained, and recurring problems are documented and addressed rather than repeatedly disrupting services.

Qualifications and Strengths

- Relevant education or training in audio engineering, live sound, or a related field is preferred. Equivalent hands-on experience will also be considered.
- Practical experience mixing live worship, with a strong understanding of signal flow, gain structure, EQ, dynamics, and troubleshooting.
- Working knowledge of Dante audio networking, including routing and basic troubleshooting.
- Working knowledge of Pro Tools for podcast recording and audio editing.
- Basic understanding of Ableton Live is a plus.
- Strong organization, attention to detail, and clear verbal and written communication.
- Ability to coach volunteers, collaborate with ministry leaders, and remain calm and solution-oriented under pressure.
- A growing relationship with Jesus, a heart for the local church, and a humble, teachable approach to leadership.
- Ability to sit or stand for long periods of time
- The employee must frequently lift and or move up to 10lbs and occasionally lift and or move up to 25lbs

As an employee of COTR, you are expected to:

- Maintain a strong personal relationship with God
- Use integrity while off campus; your integrity is a reflection of the church
- Be an active member of COTR by attending and supporting the weekend church services
- Commit to the LETS ROW values of COTR staff
- Commit to the overall vision of the church
- Possess the ability to self-motivate and manage time well; being proficient in meeting deadlines/timelines
- Request and communicate to your oversight times that you must be out of the office (vacation and sick days)
- Commit to be a resource to each ministry within the church as needed
- Be in the office on time and ready to work until your workday is completed

COTR Biblical Principles:

- Must be a saved and born-again believer in Jesus
- Must be a member of Church on the Rock and attend services faithfully
- Maintain proper priorities at home with spouse/children
- Must be able to teach, express and expound upon the gospel with anyone
- Must serve on a weekend service at one of the campuses
- Must regularly pray, support, and encourage others
- Must participate and/or help lead the spiritual growth and development of themselves and their immediate team
- Employee is expected to further the mission of Church on the Rock through their work and lives
- Employees are required to attend COTR culture training

Employees understand and acknowledge that COTR's principal purpose is to be a community of people who pursue God, pursue people, and pursue the Kingdom. All employees at COTR are expected to work and live in accordance with biblical principles which include but are not solely limited to the following: salvation is through the sacrificial blood of Jesus Christ and accepting Him through faith, acceptance of the Bible alone as the exclusive authority and is without error, believer's baptism, commitment to fulfill Christ's great commission to make disciples of all nations. Employees agree to work and live under these key principles; the practices set forth in the employee's handbook and shall do all things necessary to preserve and to keep these principles in practice.

Schedule and Staff Expectations

This is a full-time, clock-in position with a 35-hour workweek. The schedule supports assigned rehearsals, worship services, recordings, and events. Attendance is required for special monthly and quarterly staff obligations throughout the year.