

Audio/Visual Tech Application 2008-2009

Overview

Description

The purpose of the HCA Tech Crew is to provide students with an opportunity to learn and practice the skill of sound management. The HCA audio tech crew is responsible for set-up, operation and tear-down of audio/visual equipment (mixer board, mics, instruments, etc.) for all HCA events (choir concerts, chapels, musicals, etc.). The tech crew will be comprised of three to four students and is supervised by Mr. Jason Wipf.

Tech Crew is *not* a club activity and does not require students to give up a study hall, though it does require time before school on Thursdays (see below) and after school before concerts and other HCA events (times and dates TBA). As academics are the main responsibility of students, students may request to be excused from an event for academic reasons with at least **one day** notice and preferably as soon as possible should students be unable to work an event. Such notification will provide the required time to properly schedule appropriate help for events.

Responsibilities

Weekly Responsibilities

The Tech Crew's primary responsibility is to meet the audio/visual needs of weekly chapel services; therefore, we meet weekly at 7 a.m. on Thursday mornings to set-up for chapel. All tech crew members will be required to be at HCA at 7 a.m. Thursdays, unless notification is provided to Mr. Wipf the day before. During their respective chapels, a high-schooler and a middle-schooler will operate the mixing board, and then following the high school chapel any available members will assist with equipment tear-down and removal.

Additional Requirements

The Tech Crew also supplies audio/visual equipment for HCA events such as choir concerts, dramas, and musical performances. For these events, tech crew members will be requested to assist with either set-up or tear-down, depending on which is most convenient with their schedule. As for concert operation, students are welcome to assist and may volunteer or be requested to assist should extra hands be necessary. For all after-school events, at least one week notice will be provided or student tech crew assistance will not be available. If a student is requested to be absent from any class *other than study hall*, parental permission will be required, as academics are a priority.

Job Criteria

- Available to be at school Thursday mornings at 7am.
- Desire to learn audio/visual tech set-up and basic operation.
- Teachable attitude.
- Willingness to serve by setting up for chapels and events at HCA.
- Experience with audio/visual tech is *not* required but is helpful.

Audio/Visual Tech Crew Application

Answer the following questions and return the application to Mr. Wipf. If you need additional space please use the back or attach another sheet of paper. You may keep the description page of this application.

Name: _____ Grade: _____

Please Print

Availability

Yes / No – I am available and willing to be at school at 7 a.m. Thursday mornings.

Yes / No – I am willing to assist with the audio/visual needs of after-school HCA events, provided I receive one week's notice of after-school events.

Yes / No – I am willing to assist with any school events during regular school hours (special chapels, homecomings, etc.) which will not require my absence from classes other than study halls. I understand parental permission will be required, if I am requested or request to be excused from any class other than study hall.

Experiences, Interests and Current Skills

*Please remember that experience is **not** a requirement for tech crew but it is helpful for us to understand your skill level as we set up training sessions.*

1. *Please check any of the following tasks you are currently comfortable doing or have experience with.*

- | | | |
|---|--|---|
| <input type="checkbox"/> Mixing Board Operation | <input type="checkbox"/> Mic set-up | <input type="checkbox"/> Mic stand set-up |
| <input type="checkbox"/> Speaker set-up | <input type="checkbox"/> Sound recording w/ PC | <input type="checkbox"/> Connecting Instruments to Sound System |
| <input type="checkbox"/> Audio cable storage | <input type="checkbox"/> CD player operation | <input type="checkbox"/> LCD projector operation |

2. *List and briefly describe any experience you have with audio/visual equipment (mics, mixing boards, speakers, projectors, etc).*

3. *Briefly explain why you are applying for the Tech Crew position.*

