

## ***TECH CHA JOB DESCRIPTION***

### ***OVERVIEW***

This position is responsible for operation of the video and audio functions in the Conference Room (Rollo Room) and during the team meetings. The more technical operation of the sound system should not require intervention on the part of the Tech Cha, but a basic understanding of the operations of the sound board will be required.

Requirements for this position include proficiency with a computer and products such as Microsoft Word and PowerPoint. MediaShout and ProPresenter, which are used to interface various forms of media into a single operating platform are also included on the Tech Cha laptop and are helpful in delivering a professional media presentation on the weekend.

### **Audio Requirements:**

Basic understanding in operating a sound board including:

- adjust volume both channel and overall output
- adjust equalizer settings
- knowledge of all board controls
- capable of mixing instruments and vocals
- knowledge of how the instruments and mic plug into the board via the snake in front of the Rollo Room
- Connecting either an iPOD/MP3 player as well as a computer for sound output

### **Video Requirements:**

- Basic computer operation and MS Office application skills
- Operation of ProPresenter; if the Tech Cha has no familiarity with ProPresenter or MediaShout he/she must be able to operate PowerPoint
- Operation of the screens and the ability to configure the laptop to display either ProPresenter, MediaShout or PowerPoint presentations
- Connection of the laptop to either the wireless or wired internet

### **Team Meetings**

1. The Tech Cha will be given the laptop for the weekend as soon as possible after the previous weekend.
2. The Tech Cha will have access via Dropbox or Onedrive on the Tech Cha laptop to templates for all talks that will have outlines to be used on the weekend. Whenever possible, the Tech Cha should be given the outlines in Word or text format.

3. The Tech Cha will coordinate with the professors to get their specific talks, write downs, and music requirements.
4. The Tech Cha should be prepared to create the appropriate slides in ProPresenter, MediaShout or PowerPoint for the weekend.
5. The Tech Cha should contact the Rector and determine what presentations will be needed for the team meetings.

## Weekend Responsibilities

### ***Wednesday before Weekend***

The Tech Cha should connect the laptop to the projector, printer and other peripheral devices to ensure that they are operational and that the computer and projector are functioning properly.

### ***Thursday Evening***

The main focus of Thursday evening will be to work with the Music Chas in coordinating and synching the sound quality and volume desired from the mics with the sound board controls. The media functionality should be re-checked to ensure that the connections between the laptop and projector are in working order.

Check with the Assist. Head Cha and Gopher Chas on any music desired by the first speakers scheduled for Friday morning.

### ***Wireless Microphones***

The wireless lapel microphone works anywhere in the Rollo room as well as ½ down the hallway towards the team rooms. Make sure that the speaker using the wireless lapel microphone understands not to stand too long under the speakers in the ceiling and/or the speakers on the side of the room as this will cause feedback.

The lapel microphone itself needs to be placed about 6 to 8 inches below the speakers chin for optimum pick-up. Placement needs to be so that microphone is not rubbing against or behind clothing, i.e. placed behind, instead on the front a tie or placed under, instead on top of a shawl/wrap.

It is recommended that if you are using the wireless lapel microphone, you mute the podium microphone. It can be left on, but this is only preventative in case the speaker “bumps” the podium microphone. Please do not adjust the gain or squelch on the wireless receiver itself.

### ***Screen Cabling Options***

#### **HDMI – computer (laptop)**

There is a single HDMI port in the tech booth that is connected to both screens at the front of the room. There is a remote in the booth that can control the screens.

Since HDMI can carry audio when you connect the HDMI cable to the computer it can become the default sound device. You need to verify that the computer is set to use the headphone jack for sound and that the sound board is connected to the computer via the existing audio cable. If this isn't done you will get sound out of the screens but not via the speakers in the room and you will not be able to mute or control the volume from the board.

When you connect the HDMI to the laptop it can default to "mirror" mode where the display on the laptop and the screens is exactly the same. You should use the display preferences on the laptop to configure "split" screens.

You should configure the screens and sound before starting ProPresenter or MediaShout. If you configure the display and sound after starting ProPresenter or MediaShout they can crash or fail to see the changes in the hardware.

## **Ethernet**

You should use the wired Ethernet connection in the tech booth. Until the wireless is improved it should not be relied on. The signal in the tech booth is not good enough for reliable use. If you need multiple connections there should be an Ethernet hub and cables included with the tech laptop.

## **"VGA" Video cable – computer (laptop)**

The camp no longer uses VGA for the screens.

## ***Notes***

If for any reason you have questions regarding the use and operations of the sound system(s) in the following areas:

- Rollo Room (including projector)
- Kitchen (to include the small speaker in the cooking area)
- Palanca Room (small speaker to monitor the events in the Rollo room)
- Chapel

Please contact the following individuals:

Chris Goellner – (678) 551-2046 [cgoellner@gmail.com](mailto:cgoellner@gmail.com)

Jack Reynolds – (404) 642-7927

Wayne Kwiatkowski – (770) 314-0415