

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 Skill Requirements:

Basic understanding in operating a sound board including:

- Adjust volume for 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 Skill 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. Tutorials are available and learning the software on your own (or re-familiarizing yourself with it) is easy.
- 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. The webmaster from the secretariat is responsible for coordinating this. (webmaster@tdng.org) The tech laptop will have access via Dropbox or OneDrive to templates for all the lay person talks that will be used on the weekend, as well as some helpful templates for planning and organization of the weekend. Become familiar with these.
2. The Tech Cha will coordinate with the professors to get their specific talks, write downs, and music requirements. Be prepared to explain to the professors what you need and how they should provide thing to you for their walk in and walk out music, the format you

prefer for the talks, etc. Some professors will be giving their first talk and some will have worked with a tech cha that used different software or methods. There is a checklist on the team laptop and also at tdngteams.org site under Resources > Data Cha. This checklist can help you organize and make sure you have all the “ingredients” from the professors for you to schedule each day’s screen activity.

3. The Tech Cha should be prepared to create the appropriate presentations in ProPresenter, MediaShout or PowerPoint for the weekend. ProPresenter is provided on the TDNG laptop, or you may use your personal laptop. The secretariat webmaster can provide you a copy of ProPresenter for you to use on your personal Mac or Windows laptop, if you prefer. Please familiarize yourself with ProPresenter during team meetings. There are several tutorials on their site and built-in to the program. YouTube is also a good resource.
4. The Tech Cha should contact the Rector and determine what presentations will be needed for the team meetings. Be prepared to work with both the professors and the rector. The rector may have a thoughts on the presentation of the talks, lyrics, music or videos during the team meetings and on the weekend, etc.

Weekend Responsibilities:

Wednesday before Weekend

The Tech Cha should connect the laptop to the rollo room screens, sound board, and other peripheral devices to ensure that they are operational and that the computer and screens are functioning properly.

Be prepared to help setup and train the chapel and kitchen chas on the audio/video equipment in the chapel and kitchen if they are doing any special presentations.

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.

If possible, get their song list and make sure you have their songs (and the correct versions) in ProPresenter to display the lyrics on the screens. This may have happened during team meetings, but ask them for their planned songs for the weekend.

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.

We recommend 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.

Laptop-to-Screen Connection 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.

There is a switch to switch the display between your laptop and the Camp of Colors iMac. This is helpful if, for instance, you want to use the iMac to run PowerPoint /YouTube videos/etc and the laptop to run ProPresenter. Simply switch between the two using the box switch.

Tip: Make the desktop picture the same on both the Mac and your laptop (use the weekend visual, for instance) so that the switch is seamless on the screens.

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.

Recommendations:

1. The tech cha position can have significant pre-weekend and weekend responsibilities. The rectors can ask the tech chas to support the team meetings so it's important that you attend them or make provisions if you can't.
2. Try to download all music before the weekend. The internet at the camp can be unreliable. It is possible to download music and videos on the weekend but the more you've got prepared before you get there the better.
Tip- An alternative way to do this is to load songs on a Spotify or Apple Music playlist, which you can then play from your phone or the camp iMac.
3. Tip: Save all visuals and PowerPoints and any other digital assets that happened on the weekend onto a USB drive and give them to the rector on Sunday before closing.
4. Read this document and please provide feedback to the webmaster on any issues or outdated information.

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

Craig Patterson – (404) 805-1839

Jack Reynolds – (404) 642-7927