Sound Designer & Engineer

I. Basic Function:

You are responsible for all the sound requirements of a performance or event such as microphones, sound effects, music, monitoring, and intercom communications

II. Responsibilities:

1. Read through script to identify sound effects cue list and microphone plot

2. Meet with Director to discuss their requirements for the sound of the performance or event

3. Determine what equipment will be necessary, e.g. body mics, hanging mics, monitors, batteries, mic tape, etc.

4. Provide essential sound effects for rehearsals as requested by the Director or Stage Manager

5. Operate the mixing console or assign and teach others on the crew to perform mixing or sound playback duties for tech rehearsals, performances, and events

6. Setup sound equipment backstage and in the house as needed

7. Assure that the speakers, cabling, and other sound equipment is safely installed and secured so the performers, crew, and audience is safe

8. Ensure intercom system between crew members is functioning properly

9. Perform mic checks, and onstage monitor checks before each performance or event

10. Ensure microphones are in working order and batteries with enough charge to get through performance or event

11. Instruct body mic wearers the proper placement and help place mics on the bodies of those in need to avoid damage and improper vocal reinforcement

12. After each performance, event, or rehearsal assist with removal of body mics, place mics, batteries, and intercom units in charging stations

13. Maintain a neat and tidy work area and the backstage sound storage areas

14. Power down equipment at the conclusion of each performance or event

15. Notify Stage Manager and Auditorium Manager of damaged or troublesome equipment

16. Ensure that at the conclusion of a performance run or auditorium event the sound equipment, including cabling and intercom headsets, is returned to its designated storage areas