

# Assistant Sound Designer

## **General Responsibilities:**

- Assist the sound designer in all aspects.
- Read, assimilate, and understand the material being designed.
- Conduct research.
- Offer input to the sound designer when requested.

## **Pre-Production:**

- Attend pre-production meetings with the director and other design team members.
- Price desired items.
- Help the sound designer in ensuring that you do not go over budget.
- Keep accurate records of all transactions (see general contract).
- Create an inventory of sound equipment in the theatre.
- Create an equipment list including all pieces of equipment that you need to implement the design.

## **Rehearsal Process / Tech Week:**

- You are required to attend production meetings.
  - Take thorough notes for the sound designer and yourself.
- Assist the sound designer in communicating the design requirements to the sound engineer.
- Prior to paper tech, create a finalized cue sheet for the stage manager.

## **Technical and Dress Rehearsals:**

- Attend all technical and dress rehearsals.
- Take note of problems.
  - Make sure the sound designer is aware of all problems you observe.
- Help the sound board operator set levels.
- Help with cue placement.
- Inform the stage manager of any altered cues.

# Assistant Sound Designer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

**Please write clearly and legibly.**

Name:

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Phone Number:

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Email:

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Production:

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Role:

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Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is \_\_\_\_\_

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

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Signature:

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Date: \_\_\_\_\_