

Sound Engineer

General Responsibilities:

- Ensure that you meet with the sound designer on a weekly basis.
 - Discuss specific challenges, progress and the upcoming schedule.
- Prior to the first sound call, hold a workshop taught by you and supervised by the sound designer.
 - Ensure that all sound crew members, as well as the sound board operator attends.
- You must complete a minimum of 20 hours of work on this production.
 - If there is not enough sound work on this production, inform the head of the theatre department **prior to tech week**.

Rehearsal Period:

- Meet with the sound designer shortly after receiving this position.
- Discuss the production concept and basic requirements.
- You are responsible for creating and maintaining an inventory of all sound equipment in the theatre.
 - Make a note of anything that will need to be ordered.
- You are responsible for creating a crew call schedule.
- You are responsible for the care and repair of all sound equipment during the production.
- Speak with the sound designer about proper speaker placement.
- Train the sound board operator prior to the start of tech week.
- You must personally implement any extremely unusual sound preparation.
 - Example: wiring a practical speaker or attaching a wireless microphone to a guitar.

Technical and Dress Rehearsals:

- You and your crew are responsible for rigging headsets for the stage manager, every board operator, any spotlight operators, and any backstage positions that the stage manager requests.
 - Meet with the stage manager before the first technical rehearsal to determine headset placement.
- After every technical or dress rehearsal, implement all of the sound designer's notes.

Performance:

- You are not required to attend performances.
 - You must however be available in the event of an emergency.
- Ensure that the sound board operator has the proper supplies to do their job each night, such as new batteries for the wireless microphones. Check with the technical director if you need assistance getting any of these supplies.

Strike:

- Remove/restock all sound equipment, headsets, and cables from stage and house.
- After strike you must return the sound board to its original condition.

Sound Engineer

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:

Phone Number:

Email:

Production:

Role:

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):

Signature:

Date: _____