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*Sound Designer Duties*

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- **SKILLS:**

- Theater experience
- Qlab programming experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Collaborating with creative artist with conflicting interests

- **DESCRIPTION:**

- The Sound Designer is to assist the Director and other Designers in bringing the artistic Vision/Concept of the show to life through music selection, sound effects, programming Qlab, and when necessary, mixing the vocal microphones with the orchestra for musicals.
- Reports to the Production Director.

- **PRE-PRODUCTION DUTIES:**

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Sound Designer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Participates in all Production Meetings either virtually or in person.
- Schedule a time to meet with the Phipps Resident Sound Engineer for a tour of the stages and control booth facilities.
- Read the play in its entirety before the first Production Meeting.
- Post music or sound effects samples for the design to Basecamp after meeting with the Director and prior to the second Production Meeting.
- Obtain budget from the Production Director.
- Obtain list of stock (also found on Basecamp in The Phipps Stock Tech Resources folder) from the Phipps Resident Sound Engineer.
- Meet all deadlines as listed in the Production Calendar.

- **REHEARSALS:**

- Attendance at the Company meeting is required. Headshots will also be taken at this time.
- Provide a biography for the program at the first rehearsal.
- Read all rehearsal reports in Basecamp for updates. Respond appropriately.

- Return communication with Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- Should be able to attend the Designer Run with a Production Meeting immediately following the rehearsal.
- Prepare all sound effects and music cues in consultation with the Director on Qlab prior to Paper Tech.
- Prepare midi Show Control cues for operation of the light board via Qlab as requested.
- Set volumes, fades and all other necessary elements for all sound effect cues, in consultation with the production's Director prior to Paper Tech.
- Set up the sound mixer with scenes for the production; provide for or program microphone cues for wireless microphones, when utilized, prior to Paper Tech.
- Deploy monitor speakers for cast and pit/orchestra accompaniment, and effect speakers if needed prior to Paper Tech.
- Prepare cue list for Stage Manager to book cues. Upload list to Basecamp prior to Paper Tech.
- A formal document listing the power up / power down procedures should be uploaded to Basecamp prior to Paper Tech including contact information in case of emergency.
- Turn in copies of receipts to the Production Director on a weekly basis for budgeting purposes. Receipts should be turned in to Production Director by strike (at the latest) for any reimbursements needed.
- **TECH REHEARSALS:**
  - Shift Tech Rehearsal (if applicable):
    - Saturday Before Tech: 10am-4pm
    - Not required to attend.
  - Paper Tech:
    - Saturday Before Opening: 10am-Noon
      - Attendance is required.
      - At Paper Tech, be prepared to explain where and why (purpose) cues need to be called to the Stage Manager, Director, and member of Production Department.
  - Q2Q or Tech Run Rehearsal:
    - Saturday Before Opening: 1pm-2pm: Tech Training
      - Instruct Sound Board Operator(s) on operation of all cues and sound equipment used including how to “Go Back” or “Restore/Reset” cues on Qlab, as well as proper power up/down procedures of the equipment.
      - Review all cues with the Sound Board Operator and any specific issues or difficult cues to be aware of prior to Tech and Dress rehearsals.
    - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
      - Attendance is required.

- If sound design is for a musical, fit actors and musicians with wireless microphones and other microphones, as determined in consultation with the production's Director.
- Obtain headset from Stage Manager and be sure it is in proper working condition.
  - Be on headset and at your post 10 minutes prior to the start of the show.
  - Proper headset etiquette:
    - Respond to each standby from the Stage Manager by saying "Sound standing by." To confirm to the Stage Manager that they have been heard.
    - NO talking during Stand Bys unless there is an emergency.
    - When directed by the Stage Manager to "Go", press the <GO> button/start the shift/perform the necessary operation.
- Return headset to Stage Manager at the end of each Rehearsal.
  - Ensure headset cables are neatly coiled up.
  - Ensure belt packs are powered off.
- Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
- Maintain a clean and safe working environment
- **DRESS REHEARSALS:**
  - Sunday Before Opening: 1pm-4:30pm
  - Monday-Thursday Before Opening: 6pm-9:30pm
    - Follow the "Rehearsals" and "Tech Rehearsals" procedures listed above.
    - Attends all Dress Rehearsals.
    - Bring attention to the Phipps Resident Sound Engineer regarding any defective equipment found during the Tech and Dress Rehearsals. Stage Manager will fill in this task during Production Run.
  - Upload to Basecamp all necessary updated paperwork by opening night, including cues and Qlab backup.
  - Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.
- **PERFORMANCES:**
  - Review Performance Reports and respond accordingly.
  - Be available for any emergencies during Performance Run.
- **STRIKE:**
  - Strike sound equipment after the production run, other than fixed sound equipment.
  - Ensure all equipment is returned to proper storage areas, consult with Phipps Resident Sound Engineer prior to strike.

- Responsible for returning any borrowed/rented items personally obtained during the run within one week of strike.
- Reload the Standard House Plot back onto the Sound Mixer.
- Check in with Production Director before leaving.