

## **SOUND DESIGNER / ENGINEER**

The Sound Designer/Engineer is responsible for all production sound needs as determined by the Director.

### Prerequisites for Sound Designing:

- Must have taken the following classes:
  - Foundations of Design
  - Sound Design (Foundations pre-requisite)
- Must first assist a sound designer on a production

### **Responsibilities**

- Familiarize yourself with Design Process Expectations; know all design deadlines
- Read the script several times and develop a list of questions for the director
- Make an action chart
- Schedule meetings with the Director to determine sound needs
- Develop a sound plot (a list of sound needs)
- Locate or purchase sound effects and recording media
- Record announcements, sound effects, etc. as necessary
- Create practical sound devices and/or equipment as necessary
- Conduct speaker adjustments and tests
- Set up in-house communications and monitors
- Transport and maintain all sound equipment and supply necessary for production
- Obtain prior approval from the technical director before adapting any sound equipment and sound configurations
- Request shop equipment and personnel in advance through the technical director or shop supervisor; coordinate daily
- Train assigned crews in electrical safety, soundboard operation, and the use of sound equipment
- Oversee soundboard operation during technical rehearsals
- Oversee production strike for sound; coordinate strike with technical director
- Return all equipment to its normal configuration following strike

### **Participate in the following**

- Regular meetings with the Director and Faculty Advisor
- Weekly production meetings
- Load in
- All run-throughs as deemed necessary
- Level-setting sessions (Quiet Time – usually right before focus)
- Paper Tech and all technical and dress rehearsals
- Strike

Any release from these assigned tasks must be approved by the director in advance.