

# EVERGREEN PRODUCTIONS, INC.

## Job Description for SOUND DESIGNER

The sound designer works collaboratively with the director to help achieve a quality production while adhering to the budget. He brings his expertise as to sound requirements for the production.

### **Prior to first production meeting:**

- Read the script
- Stay in budget
- Know limitations of space (the Webb or Walter Theaters)
- Develops ideas
- Work with director regarding overall needs of the show, including pre-show, intermission, curtain call and post show music.

### **Rehearsal period:**

- Attend all production meetings
- Based on needs, develop sound system plot (e.g.: extra speakers, working doorbells)
- Attend at least one rehearsal prior to move in to verify use of light as discussed in meetings
- Get sound cues from director
- Develop cue sheet with sound info linked to script
- Keep list of any necessary credits, thank you's and volunteers and provide to person doing the program by designated date set at pre-production meeting.

### **Load-in and Tech:**

- Hangs any special speakers, doorbells before first tech rehearsal
- Focuses on sound levels at first tech rehearsal
- Provides usable sound disc/s to begin using at first tech rehearsal
- Be present for all tech rehearsals, create punch list of all issues during rehearsals
- Teach/review run sound board operation and sound discs with run crew at tech rehearsals
- Work with Production Coordinator to finish all tech week issues

### **Performances:**

- Repair and replace sound disc/s as needed during run, information to be given by Stage Manager
- Turn in bills by strike

### **Strike:**

- The sound designer should check with Stage Manager to see if there are any special instructions concerning strike.

### **Attend Post-production meeting:**

- Provide observations of what worked and what could be improved.
-