Sound Board Operator

Pre-Technical Rehearsal Duties

Attend Company Meeting(s.) (see schedule for dates and times)
Attend Company Run Through. (see schedule for dates and times)
Attend Work-Call:
Normally assist in recording, writing Sound Cues
Normally assist in setting up peripheral audio equipment including Speakers, Microphones, and Cable.
Normally assist in setting up Intercom equipment including: Amplifiers, Headsets, Remote Stations, and Beltpacks.
Familiarize yourself with equipment: (may be done during work-call/otherwise a day or more before tech begins)

Computer
Operation
Software including: Audio Grabber, Cool Edit Pro and SFX
Mixer
Audio Patch Bay
Amplifiers
Backstage Monitor system
Mixer Monitor
Intercom Equipment including: Amplifiers, Headsets, Remote Stations, and Beltpacks.

During Technical Rehearsals and Dress Rehearsals

Attend all Technical & Dress Rehearsals at assigned call times. (see tech schedule for dates and times)

Bring:
Writing material & implements
Small Flashlight (mini-maglight or similar)
Wear Blacks: (see tech schedule for date usually first or second dress rehearsal)
black slacks or jeans and long sleeve shirt (turtleneck or tee)

Preparation of Cue Sheets and Checklists and updating the Show.
You may be given a preliminary Cue Sheet at start of first Tech or you may have to record all instructions given during rehearsal as they are given and create your own Cue Sheet.
Instructions will be provided by: Director, Sound Designer, Sound Engineer and/or Technical Director.
Make updates to the Show, Cues & Effects and Cue Sheet immediately prior to, during, and immediately following Tech & Dress Rehearsals.
Be prepared to assist Sound Designer in changing the Show, Cues & Patch between Tech & Dress Rehearsals.
Update current Cue Sheet promptly and carefully. You may be given a preliminary Preshow Light Checklist at the start of Tech or you may have to create one with the help of the : Lighting Designer, Stage Manager, Technical Director, Master Electrician and/or Followspot Operator(s). Be prepared to provide Copies of the current Cue Sheet and Preshow Light Checklist to the Stage Manager at final dress or earlier.

**Duties will likely include**

- Making Backup and Archival copies of sound files, Wave Files, Cue Files and Effects Files.
- Participating in Sound Check
- Trouble-shooting Sound Patch, software and other sound hardware problems discovered during sound check.
- Running Sound Computer, and Mixer during Rehearsal.
- Performing other tasks as assigned

**During Productions**

Attend all Performances at assigned call times. (see tech schedule for dates and times)

*Bring:*

- Fair copy of all updated Cue Sheets (these should remain in booth after dress rehearsals begin)
- Small Flashlight
- Wear Blacks

- Turn on Sound Computer, Mixer, Amplifiers, Backstage Monitor Amplifier, and Intercom Amplifiers and any necessary peripheral equipment.
- Run or participate in Sound & Equipment Check
- Report completing of Sound & Equipment Check to & provide Stage Manager with the Sound Check Report immediately following completion.
- Perform all duties as assigned and as recorded
- Take Cues from the Stage Manager during run of show
- Power down the Sound Computer, Mixer, Amplifiers, Backstage Monitor Amplifier, and Intercom Amplifiers and any necessary peripheral equipment once the audience has left the Auditorium

**Strike**

- Attend Strike (see tech schedule for dates and times)
- Normally assist in Striking peripheral audio equipment including Speakers, Microphones, and Cable.
- Normally assist in Striking up Intercom equipment including : Amplifiers, Headsets, Remote Stations, and Belt packs.
- Turn fair copies of Cue Sheets in to Stage Manager