

# Associate Sound Designer

## **General Description:**

The Associate Sound Designer works closely with the director and undertakes much of the work of finding music and sound effects dictated by the director, maintains the paperwork, and assists the Director in cuing the show. The Associate Sound Designer provides the Sound Engineer/UGA with the raw music and effects and should assist that person in loading sound into the sound computer and writing the cues. Finally the Associate Sound Designer will work with the Sound Board Operator providing instruction, and assistance in making changes to the cues during rehearsal.

## **Pre-Technical Rehearsal Duties**

Attend Production Meetings

Work with Director (starting early in the process)

Identify necessary cues

Secure sound to satisfy necessary cues

This will involve research in sound libraries, online sources, and perhaps purchasing of suitable music

Work with Sound UGA/ Sound Engineer

Familiarize themselves with the equipment:

Computer

Software including: Audio Grabber, Cool Edit Pro and SFX

Mixer

Audio Patch Bay

Amplifiers

Assist in the securing of necessary cues

Provide engineer with cue lists and necessary cues so that they may be recorded into the sound computer show files

Attend Company Meeting(s.) (see schedule for dates and times)

Attend Company Run Through. ( see schedule for dates and times)

Attend and participate in Work-Call

Assist in recording, writing Sound Cues

Assist in setting up peripheral audio equipment including Speakers, Microphones, and cable.

## **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

Current updated Cue Sheets

Run Sound Check

Trouble-shoot Sound Patch, software and other sound hardware problems discovered during sound check.

Listen to sound during Rehearsal and recommend adjustments in volume & cuing to the Director and assist Sound Board Operator in making changes

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 Board Operator in changing the Show, Cues & Patch during and between Tech & Dress Rehearsals.

Make sure Sound Board Operator performs Backups and Archival copies of sound files, Wave Files, Cue Files and Effects Files.

### **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)

Assist in Striking peripheral audio equipment including Speakers, Microphones, and Cable.

Assist in Striking up Intercom equipment including : Amplifiers, Headsets, Remote Stations, and Belt packs.

Turn fair copies of Cue Sheets in to Stage Manager

All other duties as assigned by Technical Director