

# Sound Manager

## Pre-Technical Rehearsal Duties

- Attend Company Meeting(s.) (See schedule for dates and times)
- Attend Company Run Through. (See schedule for dates and times)
- Assist in recording, writing Sound Cues
- Assist in setting up peripheral audio equipment including Speakers, Microphones, and Cable.
- Familiarize yourself with equipment: (may be done during work-call/otherwise a day or more before tech begins)
  - Mixer
  - Amplifiers
  - Backstage Monitors
- Create an hour of preshow music and a half hour of intermission music. May be done on computer, CD or iPod and needs to be completed no later than one week before hell week begins. The music should fit with the production it's being used for.
- Must be at rehearsals NO LATER than 2 weeks prior to the beginning of hell week.

## 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, long sleeve shirt (turtleneck, t-shirt or button down) black socks and shoes.
- Preparation of Cue Sheets and Checklists and updating the Show.
  - You will have to record all instructions given during rehearsal as they are given and create your own Cue Sheet.
  - Cue sheet includes when the actual cue is as well as a warning mark about 4 lines prior to the cue
  - Levels check includes marking EACH DIFFERENT mic level AND making notes of when those levels are to be changed (ie when a character screams you lower the level).
  - Levels check also includes adjusting each nob on the board until the sound is correct. This is done by having the actors speak their actual lines during a sound check.
  - Actors are to keep that same mic during the entire run of the show.
  - 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 Sound Checklist at the start of Tech or you may have to create one with the help of the: Sound Designer, Stage Manager, Technical Director, Master Electrician and/or
  - Follow spot Operator(s).
  - Be prepared to provide Copies of the current Cue Sheet and Preshow Sound Checklist to the Stage Manager at final dress or earlier.
  - Inspect mics and cables. Place mics in their proper casing then put them in the mic box. Return the box to the light booth after EACH rehearsal.

- **Duties will likely include:**
  - Participating in Sound Check
  - Trouble-shooting sound problems discovered during sound check.
  - Running Mixer during Rehearsal.
  - Performing other tasks as assigned
  - Creating a list of batteries needed one month prior to hell week.

### **During Productions**

- Attend all Performances at assigned call times. (See tech schedule for dates and times)
- Bring:
  - Copy of all updated Cue Sheets (these should remain in booth after dress rehearsals begin)
  - Small Flashlight
- Wear Blacks
- Turn on Mixer, Amplifiers, Backstage Monitors, and any necessary peripheral equipment.
- Run or participate in Sound & Equipment Check
- Report completing of Sound & Equipment Check to Stage Manager with the immediately following completion.
- Perform all duties as assigned and as recorded
- Take Cues from the Stage Manager during run of show
- Power down the Mixer, Amplifiers, Backstage Monitors, and any necessary peripheral equipment once the audience has left the Auditorium
- Inspect mics and cables. Place mics in their proper casing then put them in the mic box. Return the box to the light booth after EACH rehearsal.

### **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.