

# 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.
- Familiarize yourself with equipment: (may be done during work-call/otherwise a day or more before tech begins)
  - Mixer
  - Amplifiers
  - Backstage Monitors

## 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 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:
  - Participating in Sound Check
  - Trouble-shooting sound problems discovered during sound check.
  - Running 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:
  - 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

### **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 Beltpacks.