

## **Drama Theatre – Sound Designer**

### DESIGNER'S RESPONSIBILITIES TO THE DEPARTMENT

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Adhere to all published deadlines.
- Generate workflow deadlines.
- Update cue status on a weekly basis.
- Be proactive: contact your director and stage manager, find out the rehearsal schedules, check in with your fellow designers regularly, etc.
- Present your design to the cast.
- Attend necessary rehearsals.
- Provide a rehearsal CD to stage management, as needed.
- Create a sound plot.
- Coordinate timetables for equipment and supplies acquisition.
- Assemble and install all necessary equipment.
- Attend all daytime work calls agreed upon with shop, including all lab times.
- Train assistant designer, crew personnel, sound board op, actors – as appropriate.
- Attendance at all technical rehearsals, crew view, dress rehearsals and previews.
- Attendance at all shows as FOH engineer for musicals.
- Initiate post production walk through with CFA staff.

## **Drama Theatre – Asst. Sound Designer**

### ASST. DESIGNER'S RESPONSIBILITIES TO THE DEPARTMENT

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Adhere to all published deadlines.
- Attend necessary rehearsals.
- Attend all daytime work calls agreed upon with shop, including all lab times.
- Attendance at all technical rehearsals, crew view, dress rehearsals. Previews.
- Attendance at all performances as crew for musicals.
- Take notes for the designer at all dress rehearsals.
- Assist designer with creating show paperwork, research, etc.

### **Note:**

The above are basic responsibilities for these positions and should function as guidelines. Responsibilities may shift based on the needs of the student and the production.