Job Title: Sound Designer

Reports to: Production Manager, Director  
Mentor: Designated Professional Mentor

Department: KIDSTAGE Summer Independent Production  
Supervisor: Designated KIDSTAGE Staff

Position Overview:

General Responsibilities:
Sound Designers work collaboratively with the director, music director and other designers to create the way the show sounds. They oversee the audio dynamics of the performance space, microphone and speaker placement, balancing levels of all sound sources for all areas of the audience, cabling, and pulling/creating environmental sound effects. They run the soundboard during sound checks and performances. Sound designers are collaborative, inventive, proactive, able to process opinions and feedback from multiple listeners, multi-taskers, and have a good ear.

Sound Designer agrees to design the environmental sound cues for this production through collaborative conversations with the Director and Music Director and plan for the amplification needs of the production. Sound Designer will provide cue sheets, hookups, speaker placement and all other pertinent information. During band rehearsals, work on the live mix of band and actors. Edit and adjust sound cues as needed throughout process to ensure the best possible sound support for this production.

Specific responsibilities include but are not limited to:
- Act as sound engineer for the run of the production
- The Sound Designer should also plan to be the sound board operator during the run of the show or designate an experienced board operator volunteer. Check email on a regular and consistent basis, and respond to emails in a timely manner
- Keep audio department area clean and organized
- Work with dressers, wardrobe and running crew on proper wireless mic operation and simple troubleshooting.
- Be familiar with safe operating procedures of working with sound equipment.
- Keep all expenses within budget and return in receipts promptly to the production manager.
- Demonstrate professional behavior and respect for others at all times.
- Attend all production meetings, technical, and dress rehearsals.
- Report all incidents and emergencies to KIDSTAGE staff.
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings.
- Attend strike. Clean sound equipment from the house and pit. Following strike, return all borrowed items in original condition.

Other Skills, Ability and/or Knowledge:
- Calm / Professional demeanor
- Working knowledge of professional theatrical sound design
- Familiarity with band setup setup for small pits and/or orchestras
- Proficient in programs including but not limited to: Excel, Word, Dropbox, Audacity and QLab
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
• Attention to detail
• Self-starter
• Strong organizational skills
• Ability to execute projects efficiently and according to schedule
• Ability to work independently and to maintain a positive work atmosphere
• Work schedule varies and includes evening and weekend hours
• Possess interpersonal communication and organizational skills

Scope and Character of Supervisory Responsibilities:
• Assistant Sound Designer (if applicable)

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.