# University of Idaho
## Department of Theatre Arts

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**Sound Designer/Engineer**

The Sound Designer / Engineer is responsible for all production sound needs as determined by the Director.

**Responsibilities**
- Familiarize yourself with Design Process Expectations; know all design deadlines
- Read the script several times and develop a list of questions for the director
- Make an action chart
- Schedule meetings with the Director to determine sound needs
- Develop a sound plot (a list of sound needs)
- Locate or purchase sound effects and recording media
- Record announcements, sound effects, etc. and necessary
- Create practical sound devices and/or equipment as necessary
- Conduct speaker adjustments and tests
- Set up in-house communications and monitors
- Set up hearing-impaired systems
- Transport and maintain all sound equipment and supplies necessary for production
- Obtain prior approval from the technical director before adapting any sound equipment and sound configurations
- Request shop equipment and personnel in advance through the technical director or shop supervisor; coordinate daily
- Clear all load-ins, and shop truck use with the scene shop
- Train assigned crews in electrical safety, soundboard operation, and the use of sound equipment
- Keep proper and complete schedules and work hours for crew calls, load-in, trouble-shooting, technical rehearsals, and strike
- Oversee soundboard operation during technical rehearsals
- Keep a journal or record of all expenditures, production/crew/facility problems, and process notes
- Oversee production strike for sound; coordinate strike with technical director
- Return all equipment to its normal configuration following strike

**Participate in the following**
- Regular meetings with the Director
- Design meetings 4 through 6
- Weekly production meetings
- Load in
- Paper Tech
- Level-setting sessions
- All run-throughs as deemed necessary
- All technical and dress rehearsals
- Strike

Any release from these assigned tasks must be approved by the director in advance.