

# Sound Board Op.

The sound board operator's main duty is to assist the stage manager in the correct and proper implementation of the sound designers design. You will report to the stage manager, Technical Director and the sound designer. Remember that all stage managers and designers work in different manners and although the list of duties below is fairly inclusive, YOUR exact duties may vary!

- 1 – If you have never operated the sound board at Northwest Missouri State University, it is your responsibility to make time with the Performance Facility Manager (Kent) to have him show you the correct operation of the light board. This should be done before the technical rehearsals start!
- 2 – Be prepared to attend ALL technical / dress rehearsals AND ALL performances. As a board op, your rehearsal responsibilities begin on a Saturday morning and continue through the NEXT Sunday evening. This generally works out to NINE days. Unless there is a death in your family...including yours...there is NO valid excuse for missing a rehearsal or performance. The stage manager will give you an exact schedule of rehearsals and performances for your specific show.
- 3 – For all rehearsals and performances, be on time for your call. Better yet, be early. There is an old saying that goes, “If you are not fifteen minutes early, you are late!” Learn to live by and follow this quote!! If you need to eat a meal before your call, be sure to arrive with sufficient time to accomplish this before work starts!
- 4 – You will need to make sure that the proper amplifiers, and other audio equipment are turned on and tested well in advance of when they are needed for rehearsal.
- 5 – It is your responsibility to make sure (at the appropriate times) to make sure that the correct pre-show music is playing at the appropriate time before a rehearsal or performance starts. This will be determined in consultation with the stage manager and sound designer.
- 6 – The stage manager may have other pre-show duties for you.
- 7 – When running the board during a rehearsal or performance, the stage manager will issue a series of commands. First is usually a “stand by Sound Cue XX”, which means the cue is about a half-script page away. When you hear this command, respond by saying “standing by!”. This assures the stage manager that you have heard the command and are ready. The next command you will hear will be, “Sound cue XX...go!”.
- 8 – When the show or rehearsal is over it is your duty to leave the sound board and any other sound equipment in a state which you will need to work out with the stage manager, designer and Performance Facility Manager.
- 9 – During strike assist in the strike and storage of any sound equipment and clear coms.
- 10 - Other duties as assigned.

I, \_\_\_\_\_ have read the above job description for my duties as \_\_\_\_\_ for the production of \_\_\_\_\_. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, cast/crew size, cast/crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

\_\_\_\_\_  
Student Faculty