

Sound Board Operator

As a member of the backstage crew for a production, you will be a crucial and integral part of the production team during tech and performance. This sheet is intended to help you understand the typical duties of the position—it is not intended to be comprehensive, and the Sound Designer, Technical Director or Director of Production may have other specific assignments for you.

The Sound Board Operator (Op for short) is responsible for assisting the Sound Designer in the recording and adjustment of sound cues and for operating the sound control computer and console (the “sound board”) on cue during technical rehearsals (“tech”) and performances.

Duties specific to the Sound Board Op include:

- Arriving on time for each tech and performance call and signing in on arrival
- Programming and operating the sound board under the supervision of the Sound Designer and/or Barnard staff and faculty
- Taking cues and instructions from the Stage Manager to execute sound cues during tech rehearsals and performances;
- Powering up the equipment and performing a speaker check before each performance, and fixing any problems encountered, with the help of the DoP or TD;
- Powering down equipment after techs and performances;
- During strike, sorting and packing rental equipment for return, coiling cables, striking speakers and other tasks as assigned by the DoP or TD.

Upon arrival for tech or performance check in with the Sound Designer; except on announced breaks, do not leave the sound board without letting the Stage Manager and Sound Designer know. After tech rehearsals, do not leave the theatre before checking in with the SD and DoP. Performance calls are typically 90 minutes before curtain.

The Sound Board Op performs their duties during rehearsals and performance with the aid of a headset intercom system; please review the “Headset Etiquette” sheet.

Dressing in dark clothing for performance calls is encouraged but not required.

The Sound Board Op registers for THTR UN2423 Practicum Lights and Sound, a one-credit graded course. Each student is evaluated at the end of the semester by a committee of the staff and faculty, who consider the student’s promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.

