

Sound Board Operator

As a member of the run crew for a production, you are an important and integral part of the production team. It is crucial to the success of the rehearsal and performance process that you conscientiously fulfill your responsibilities. This sheet is intended to help you understand your duties during the rehearsal and performance process – it is not intended to be comprehensive, and the Sound Designer, Technical Director, or Production Manager 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 board on cue during technical rehearsals (“tech”) and performances.

Duties specific to the Sound Board Op include:

- Programming and operating the sound board under the supervision of the Sound Designer, Assistant Sound Designer, and/or Technical Director;
- Following instructions from the Stage Manager to execute sound cues during tech rehearsals and performances;
- Performing a channel check before each performance and fixing any problems encountered, with the help of the Technical Director;
- Powering down equipment after techs and performances as directed by the TD;
- During strike, sorting and packing rental equipment for return, coiling cables, striking speakers and other tasks as assigned by the Technical Director.

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 Sound Designer know. After tech rehearsals, do not leave the theatre before checking in with the SD and Production Manager. Performance calls are typically 90 minutes before curtain.

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

The Sound Board Op should dress in black clothes suitable to active work, including black shoes whenever possible – no high heels, please.

The Sound Board Op reports to production manager Mike Banta, mbanta@barnard.edu, and is registered under his section of THTR V 3172 Rehearsal and Performance.

Rehearsal and Performance is a 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.