



LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Sound Designer

The Sound Designer is responsible for the design, implementation, and cueing of sound effects.

THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.

Pre-Production Period:

- Reads, studies, and researches the play.
- Attends all Production Meetings and consults with Production Team to discuss concepts and production of difficult cues/voice-overs etc.
- Consults the Director about necessary sound effects and works collaboratively in choosing them.
- Tests sound system to make sure it is set up and running correctly and reports any problems to the Technical Director.
- Produces and provides for Director and Stage Manager:
 - List of possible sound cues.
 - Preliminary research, conceptual and background.
 - Audio samples.

Rehearsal Period:

- Creates a preliminary rehearsal tape or plot for the Director's and Stage Manager's use.
- Prepares production sound cues from CDs, Records, tapes, and or live recordings.
- Acquires blank mini-disks from Technical Director.
- Makes appointment with Technical Director to reserve time to work in Mainstage recording booth.
- Provides all instruments or devices necessary for live sound effects.
- Instructs the Stage Manager or Assistant Stage Manager in the operation of all audio devices.
- Produces preliminary Q-Sheet.
- Attends designer runs and collaborates with the Production Team.
- Reads rehearsal notes and provides answers to questions or concerns.

Tech/Production Period:

- Attends paper tech and provides SM with updated cue sheet.
- Collaborates with Director and Stage Manager about final cues and levels for each effect.
- Instructs Stage Manager how to use the sound operating system.
- Attends all tech rehearsals working with the Stage Manager to establish placement, length, and fades for each cue.
- Gives show mini-disks to Stage Manager and secures copies of them in a safe place.

Post-Production Period:

- Attends strike.
- Ensures all equipment is stored properly and that the Studio is in good working condition (unaltered) for the next production team.
- Attends Post-Mortem and gives report.
- Turns in all receipts to the Managing Director.