



Volunteer Job Description

Sound Technician

Last updated: August 2016

The Abbey Theatre is run entirely by volunteers, and the trustees and management committee of Nuneaton Arts Council greatly appreciate the time and effort that are put in by our volunteer team. Without this it would not be possible to operate the venue.

Main Duties:

To provide quality theatre sound for shows/events held at the Abbey Theatre, whether working for the theatre or directly for the user group.

All volunteers need to make themselves familiar with the Fire and Safety Policy, the Evacuation Procedure, their specific responsibilities in the event of an evacuation and any policies which may affect their work area.



Responsible to:

Stage Director.

Locations of work:

Control room, Auditorium/stage sound positions, any other locations within the theatre.

Dress Code:

Full blacks including standard Abbey Theatre polo shirt if available. Volunteer name badge.

Child Protection:

Volunteers are often present in the theatre with a user group which includes children. It is the user group's responsibility to provide door control and chaperone arrangements – if the volunteer notes any arrangements which appear unsatisfactory they should immediately inform the leader of the user group. If no action appears to have been taken to address this, the volunteer should bring it to the attention of an NAC committee member as quickly as possible. Volunteers may occasionally need to work in or pass through areas where children are present – you

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should take care that chaperones are present at all times. Microphones should always be fitted to children by their user group chaperones or helpers

Duties:

Discussion with user group in advance (usually their director) regarding their needs for the event.

Agreeing upon sound equipment required (including number of microphones) for any performance.

Installing/setting up additional sound or effects equipment as required.

Advising Stage Director in advance of equipment required (including batteries) as not all equipment has open access.

Compiling a schedule of cues required to run the event.

Operating the sound desk during each performance/event as required.

After the end of an event's run, all sound/effects equipment installed specifically for that show must be removed from the theatre and stored tidily in the control room. All cables used must be coiled and taped correctly and similarly stored. Microphones are to be returned to their appropriate storage points, along with any other equipment which has been used.

The control room workspace must be kept at all times clean and tidy.

This is not an exhaustive list of duties – the Sound Technician is expected to work with the other theatre technicians and the user group to achieve the best results in the available time.

On performance days the sound operator should be in position in plenty of time to power up the sound desk equipment, and carry out a full microphone check when necessary and prepare the area for the performance. This will nominally mean arriving at the theatre at least 45 minutes prior to start time, and being ready for the 30 minute pre-curtain call.

The sound technician must always work closely with other members of the technical team, in particular lighting technician and stage manager. Where appropriate all three departments may be involved in a full production meeting with the show/event's direction team.

Post-show report

Any chargeable items used for any production need to be confirmed in detail to the stage director as soon as practical to allow for accurate billing of the customer. Examples are radio mics and batteries.

Safety

When performers and the public are in the theatre the volunteers on duty have specific safety responsibilities. These are detailed in the Fire and Safety Policy and in the Evacuation Procedure. The specific responsibilities of the Sound Technician are posted on the sound room wall.

Training for new volunteers:

Sound desk patching and operation

Microphone identification and use

Working at heights – safety training

Radio microphone use (with performers)

Theatre sound principles

Given by:

Stage Director or experienced Sound Technician

Stage Director or experienced Sound Technician

Stage Director or his nominee

Stage Director or experienced Sound Technician

Stage Director or experienced Sound Technician

Training is often given during a show by an experienced sound technician. If any volunteer feels they need additional training at any point they should contact the Stage Director who will make arrangements for this.

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Benefits/Gratuities

These apply when you are working directly for the theatre, not when engaged by the user group. If engaged by the user group then any benefits or gratuities provided are at the option and cost of the user group

Where car parking costs are unavoidable these are reimbursed by the theatre on production of the car part ticket to the lead bar person

When the bar is open the theatre provides free tea, coffee and soft drinks for technicians

A free alcoholic or soft drink can be taken at the end of a performance shift.

Volunteer Handbook

The Volunteer Handbook contains additional general information. This is available as a download from the Staffing web site or as a printed document from the office.

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