### Summer Independent Internship Description

**Internship Title:** Sound Designer  
**Reports to:** Summer Independent Production Manager  
**Supervisor:** KIDSTAGE Production Manager

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<th><strong>Position Overview:</strong></th>
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| The Sound Designer works collaboratively with the Director, Music Director and other designers to create the way the show sounds. They oversee the audio dynamics of the performance space, microphone and speaker placement, balancing levels of all sound sources for all areas of the audience, cabling, and pulling/creating environmental sound effects. They run the soundboard during sound checks and performances.  
  
The Sound Designer designs the environmental sound cues for this production through collaborative conversations with the Director and Music Director and plans for the amplification needs of the production. The Sound Designer will provide cue sheets, hookups, speaker placement and all other pertinent information.  
  
Sound Designers are collaborative, inventive, proactive, able to process opinions and feedback from multiple listeners, multi-taskers, and have a good ear. |

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<th><strong>Principal Duties and Responsibilities:</strong></th>
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| • Work with all departments through active listening, problem solving, and guidance as needed to develop the show’s artistic vision  
• Act as sound engineer for the run of the production or designate an experienced board operator volunteer  
• Keep audio department area clean and organized  
• Work with dressers, wardrobe and running crew on proper wireless mic operation and simple troubleshooting  
• Work with the Music Director in creating the layout of the orchestra pit and setting up all equipment in the pit  
• Work with the Music Director and Stage Management team in creation of the microphone plot, to determine which actor is wearing what body microphone in each scene  
• Work with the Stage Management team in creation of sound script for tracking line changes, line assignments, microphone needs, and sound cues  
• Be familiar with safe operating procedures of working with sound equipment  
• Keep all expenses within budget and return receipts promptly to the Production Manager.  
• Check email on a regular and consistent basis, and respond to emails in a timely manner  
• Demonstrate professional behavior and respect for others at all times  
• Attend all production meetings, technical, and dress rehearsals  
• Attend strike. Clean sound equipment from the house and pit. Following strike, return all borrowed items  
• Set an example of professional behavior in rehearsal and in performance that teaches harmonious relationships and teamwork, centered on the purpose of creating a successful production  
• Report all incidents and emergencies to KIDSTAGE staff |
• Communicate and enforce KIDSTAGE Expectations of Behavior

**Project Tasks Include:**

• Creation of sound cue list
• Create sound script
• Development of the Orchestra plot, created in conjunction with the Music Director
• Budget and expenditure tracker

**Education and/or Equivalent Experience Preferred:**

• Pursuit or intent to pursue an undergraduate degree in sound design or related field
• Experience designing sound for one (1) or more musicals a plus
• Experience working with a Behringer X32 sound board a plus
• Experience line mixing live musicals or concerts a plus

**Other Skills, Ability and/or Knowledge:**

• Calm and professional demeanor, sense of humor encouraged
• Working knowledge of professional theatrical sound design
• Familiarity with band setup for small pits and/or orchestras
• Proficient in programs including but not limited to Excel, Word, Dropbox, Audacity, and QLab
• Ability to manage shifting and competing priorities
• Exercise good judgment and discretion
• Flexibility in projects and schedules
• Attention to detail
• Strong organizational skills
• Ability to execute projects efficiently and according to schedule
• Ability to work independently and to maintain a positive work atmosphere
• Work schedule varies and includes evening and weekend hours
• Possess interpersonal communication and organizational skills

**Supervisory Responsibilities:**

• Supervise and advise Assistant Sound Designer
• Supervise Audio 2 (A2)

Supervisor
Signature: ___________________________ Date: ______________

Intern
Signature: ___________________________ Date: ______________

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*