



## **JOB DESCRIPTION**

### **Sound Technician**

The Sound Technician is responsible for making sure all aspects regarding sound on the stage and for the actors is performed to the satisfaction of the director of this production and the CTOC Board of Directors. This will include moving the sound equipment, board, microphones to and from performance venue. Set up, running and patching of all sound equipment.

\*Participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Set Technician, Costume Designer, Prop Master, CTOC's General Manager.

\*Within thirty (30) days of receipt of the Script and no later than three (3) days following the first production meeting, the Sound Technician shall notify CTOC's General Manager and/or Vice President, of any additional needs they feel are required for the production that have not been addressed.

\*The Sound Technician is responsible for making sure all sound equipment is checked 2 weeks prior to show for function and needs.

\*The Sound Technician is responsible for making sure all supplies are ordered at least two weeks before the show.

\*If an Apprentice Sound Technician is identified, the Sound Technician will work with the Beyond the Stage CTOC Board Advisor to create tentative schedule & position summary to ensure CTOC policies are followed and expectations are mutually agreeable.

The Sound Technician will be compensated in the amount of \$650.00 to be paid during tech week.

## **EQUAL OPPORTUNITY EMPLOYER**

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.