

STUDENT LABOR POSITION DESCRIPTION
Dramatics

Most Recently Updated 03/05/99

Position Title: Head Sound Technician
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for the Head Sound Technician in Dramatics:

1. Be willing to work 10 hours a week. Only under exceptional circumstances can the student work fewer hours.
2. Research music and sounds for design of seasonal performances.
3. Record music, cue music and operate any/all sound equipment.
4. Keep sound booth clean and all equipment in operating order. Report any/all repairs needed to the Technical Director of the Theatre Lab.
5. Assume all duties assigned by the Technical Director and/or Labor Supervisor.
6. See that the workplace and environs are clean.
7. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:
none

III. Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B. Becoming sufficiently skilled and informed concerning sound technician procedures to lead the staff and work collegially with the Technical Assistant, Technical Director, and the production director.
- C. Ability to solve problems and conflict during emergencies or in a crisis.
- D. Maturity, imagination; innovation; ability to preserve tradition and yet suggest viable alternative ways of doing things.
- E. Ability to communicate and reconcile, willingness to take risks when appropriate, committed to equality, fairness, and high standards of excellence.

IV. Basic Qualifications:

- A. General: Ability to operate any/all equipment in sound booth without supervision, ability to conduct research for theatrical performances, ability to communicate, demonstrate leadership while working collegially with staff and faculty.
- B. Skill: Advanced knowledge of reel to reel; CD player; CD Burner; computer literacy; critical thinking; mature judgement.
- C. Physical: Physical mobility, manual dexterity.
- D. Academic: Reading, thinking and writing skills

V. Desirable Qualifications:

- A. Personality traits: independence, reliability, dependability, confidentiality and honesty.

V. Desirable Qualifications (cont.):

- B.** Skills: ability to work within broad guidelines and to interpret those guidelines prudently when applying them and making independent decisions.
- C.** Ability to provide intermediate level supervision of other workers.

VI. Narrative Summary:

Student operates any/all sound equipment necessary. Student researches and designs music and sound for any/all theatre productions. Student collaborates with production director, production team, as well as the Technical Director and Labor Supervisor. Student ensures completion of any/all tasks.