



PACIFIC CONSERVATORY THEATRE

### **Job Description**

**Position:** Sound Director/Designer  
**Department:** Production  
**Reports to:** Production Manager  
**Direct Reports:** Sound Engineer

The Sound Director/Designer (a full-time exempt position), is responsible for coordinating, planning, executing, and maintaining sound and video required for all PCPA productions and events. This position will design sound for assigned PCPA productions and oversee and coordinate needs for the remaining productions so that the sound production remains consistent with the integrity of a professionally produced product. The Sound Director is directly responsible for the configuration and maintenance of each venue's sound system as a whole, including the placement and designation of microphones, monitors, loudspeakers, and control hardware.

The Sound Director coordinates equipment to achieve an efficient and quality sound system for each production; engineers all orchestra recording sessions and works closely with the Music Director to coordinate recording and produce the music for production.

As a portion of this full-time staff position, the Sound Director will serve as a Part-Time Faculty member at Allan Hancock College, and receive a portion of their overall annual compensation from faculty load. The Sound Director is responsible for creating, maintaining, and implementing all Sound Curriculum in coordination with the Technical Theatre Program Coordinator, as well as overseeing Conservatory Students in Sound classes and labs and advising Conservatory Students and Sound Interns. The Sound Director will also play a central role in the program's recruitment efforts of interns.

At PCPA we believe that diversity makes us stronger, enriches our art and is a source of joy. We believe that our understanding of the principles of Equity, Diversity and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will create a safe and welcoming working environment that will actively interrupt aggressions and behaviors that hinder our efforts to maintain an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.



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**Examples of Duties:**

- Sources, builds, layers, and edits sound cues, effects, and music quickly in collaboration with the Director for assigned productions.
- Coordinates with Musical Director and supervises Sound Engineer in the recording and mix process of in-house orchestral/musical recordings and vocal overdubs; secures pre-recorded music to accompany plays and musicals.
- Supervises the Sound Engineer as well as students and interns participating in sound-related production assignments.
- Under the supervision of the Technical Theatre Program Coordinator, develops and maintains the Sound curriculum for the 2-year Technical Theatre training.
- Teaches sound and sound technology to Conservatory Technical Theatre training students, and interns through the internship lab classes, and may teach other classes as assigned.
- Evaluates student performance and assesses student progress for Conservatory classes and labs.
- Serves as an Academic Advisor to Conservatory Students and Professional Interns, and Mentor to Sound focused Students.
- Attends Tech Faculty meetings, Design meetings, Production meetings, and all Technical Rehearsals and Previews.
- Communicates student issues to the Conservatory Director - Technical Theatre and the Production Manager.
- Manages the selection of sound interns in conjunction with the Production Manager and Conservatory Director - Technical Theatre.
- Coordinates information and expectations for guest designers in collaboration with the Production Manager.
- Coordinates the acquisition of equipment in line with purchasing protocols of PCPA.
- Purchases supplies and materials for individual productions.
- Arranges for equipment maintenance and repair as well as inventory list updates.
- Manages and coordinates video production equipment.
- Maintains a safe, healthy, and clean work/shop/theatre environment in compliance with PCPA guidelines.
- May serve as 'Front of House' audio engineer for select performances.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.



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- Disclaimer: This description reflects managements of essential functions, it does not proscribe or restrict the tasks that may be assigned.

**Qualifications:**

- Strong commitment to the artistry of Sound Design and substantial experience as a member of creative collaborations.
- Working knowledge of all aspects of the theatre – production and technical, as well as performance. Working knowledge of the principles of sound, electricity, and design as they relate to the overall theatre production process.
- Ability to quickly and efficiently problem solve and repair all theatrical audio equipment.
- Demonstrated knowledge and experience with resourcing and building of layered cues coming from multiple locations/sources as well as in digital sound recording and playback, engineering, editing, and production.
- Knowledge and experience with Yamaha CL series consoles, Dante network protocols, Protools, Qlab, VectorWorks, Clear-Com systems, Shure wireless microphones and wireless workbench.
- Ability to design and live mix musical theatre with body microphones.
- Ability to read, create and disseminate information from design drawings, which may include, but not be limited to sketches, hand or computer aided drafting and illustrations.
- Excellent communication skills – written, oral, and visual.
- Strong organizational, budgeting, leadership, and staffing skills.
- Ability to work productively under time pressures and meet deadlines.
- Ability to adapt curriculum to developments in the industry/technology and adapt instruction methods to a diverse array of students.
- Demonstrated commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Master's Degree preferred, or Bachelor's Degree or equivalent, with professional experience, required. Must meet the minimum qualifications requirements for, and successfully obtain credentials, to teach at a California Community College.

**Other Requirements:**

- Possess or be able to acquire a valid California license to drive.



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**Work Conditions:**

- Ability to work weekends, evenings, and work with a flexible schedule.
- Ability to work in an environment where there are frequent interruptions.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in a variety of weather conditions while using the appropriate safety procedures.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.

**Physical Demands:**

- Must be able to detect and distinguish musical and audible tones.
- This person needs to occasionally ascend/descend ladders and work on elevated platforms.
- This person must be able to detect visible and audible cues on the stage from a distance of 40 feet.
- This person needs to occasionally work at a computer terminal in dark environments.
- This person may need to position themselves in elevated catwalks, in theatrical scenery, or in unique non-traditional environments.
- This position will need to frequently communicate with students and staff in a noisy theater environment.
- This position will assist staff and students to move theatrical equipment from and to various sites weighing up to 65 pounds.
- Occasionally works in outdoor weather conditions during the summer season.