SOUND DESIGNER

NAME:

PRODUCTION:

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1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

Meet & Greet	DATE
Sound Preliminary Designs	DATE
Sound Final Designs	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

a) The Sound Designer works to create the sound/speaker plot, soundscape and or sound playback for the production.
b) Planning Period:
    i) Read the script and become familiar with the production concept.
    ii) Prepare a list of the required sound and music in the script. It is usually helpful to categorize items as follows:
        1) Live sound
        2) Recorded sound
        3) Live music
        4) Recorded music
        5) Reinforcement or enhancement
            (a) For each classification, note the type and quality desired.
    iii) Make a sound/music effects worksheet; in consultation with the Director, decide how the sound and music effects are to be obtained.
    iv) Coordinated in consultation with the Director the location and (possible) recording of musicians, if live music is to be used.
    v) Coordinate position of speaker and audio gear in consultation with the Technical Director, the Production Sound Engineer, and the Production Electrician.
    vi) Additional responsibilities include attending rehearsals, special recording sessions, crew instruction sessions, level set, technical rehearsals, and performances, as needed.
c) Design Presentations:
    i) Design Presentations will happen at the first rehearsal. The presentation should consist of a clear description of the design goals, concepts, and plans for how sound will function in this particular production (with an explanation of how those ideas arose from the play/production/design meetings) would be great. This along with supporting materials, perhaps playing some research/reference music or sound to illustrate the concepts and describing any special system design choices that may support the design goals etc.
d) Preparation Period:
    i) Organize and supervise the work of the sound crew.
    ii) Check material available in the Department before ordering, purchasing, renting, or borrowing recorded or printed material. UNDER NO CIRCUMSTANCES SHOULD PERSONAL MONEY BE USED FOR A PRODUCTION WITHOUT REIMBURSEMENT PRE-APPROVAL FROM THE EMERSON STAGE PRODUCTION MANAGER.

iii) Preview all effects, recordings, sheet music, songs, etc. with the Director to assure that they are satisfactory; do prior to level setting sessions.
iv) Arrange times with the SM when you can attend rehearsal(s).
v) Make complete and detailed sound cue sheets for all relevant parties: crew members, singers, conductors, orchestra members, etc.
vi) Determine both the ON and OFF stage placement of audio and effects equipment in consultation with the PSE and Emerson Stage Sound Technician.
vii) Ensure that Speaker Plot is sent for approval to the OA Audio Supervisor, OA Assistant Audio Supervisor and Emerson Stage Sound Technician.
viii) Attend rehearsal at least once a week and be present for the final Designer Run.

e) Technical Rehearsal and Performance Period:
   i) Attend all level setting sessions, technical rehearsals and monitor the progress of the show during performances to maintain quality.
   ii) Supervise the activities of the Sound Board Operator.
f) Line of Responsibility:
   i) Your immediate supervisor is the Sound Design Advisor followed by the Technical Director.
   ii) Work with the Production Supervisor/Manager to adhere to budgets and stay current with important calendar dates.

This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.

Learning Expectations:

- Overall interpersonal and communication skills.
- Ability to work as a member of a collaborative design team(Directors/Designers/Playwrights)
- Ability to work as a member of a collaborative production
- Ability to work and communicate with production staff.
- Ability to effectively work with your assistants and team.
- Good time management skills.
- Ability to remain calm in high-stress situations and be a leader to many.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Designer's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Designer agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team
- Maintain transparency and open communication, including proactively seeking and offering constructive feedback throughout the production process.
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.
- Participate in feedback and reflection, contributing to a culture of continuous learning by engaging in structured post-production evaluations.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.
- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that prepares Designers for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Designer affirms their commitment to upholding these standards as a core part of their design practice during this production.

3) Bio

Your contract with Emerson Stage will not be complete until your program bio has been submitted electronically to the Company Manager. Failure to submit your bio will result in its exclusion from the program.

4) Budgets

a) The EmStage staff is responsible for maintaining budgets. The Designer agrees to work in collaboration with the Production Manager to ensure the best use of resources.

5) Intellectual Property

The right and title to the Designs created hereunder and all pertinent paperwork, whether generated by the Designer or another, shall at all times remain the sole and exclusive property of the Designer. Designer warrants and represents that, to the best of their knowledge, their design is wholly original and has not been copied from any other designer's work.

5) General Release

General Release for use of name, likeness, image, voice, performance, and/or biographical information.
Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designated for educational, scholarly, promotional, job placement, or other purposes, in any format or media now known or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

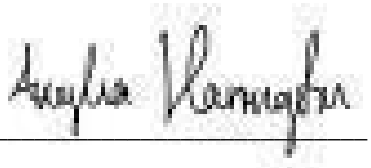
I confirm that:

a) I have the right to enter this agreement
b) My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
c) Emerson has no financial obligation to me for the Recordings or this agreement

d) I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings or other material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.
e) I am aware that the Recordings and other related material supplied under this agreement may be protected from involuntary disclosure under the Family Educational Rights and Privacy Act (FERPA) I hereby authorize Emerson to disclose the Recordings and any material contained in them. And further release Emerson and any person acting on its behalf from any and all liability in any way related to or arising out of such disclosure.
f) I understand that Emerson may publish or otherwise make Recordings and information contained in the available to the public through, among other means, the Internet. I further understand that Emerson cannot police, regulate, or otherwise control use of released into the public domain.
g) I understand that in the event Emerson publishes Recordings supplied under the terms of this Release in and format and/or posts such Recordings on any site, web page, or other electronic media, Emerson may, in its sole discretion cease or recall and such publication and/or remove or take down any such electronic media at any time without prior notice.
h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission, authority, direction or control from any liability (including, without limitation, any liability for negligence and liability arising out of the conduct of third parties) for any injury that may occur to me while performing or appearing in the Recordings or in any way arising from any and all liability to me or to my successors, heirs, or assigns for any claims, including without limitations, claims for libel, defamation, exercise of rights granted under this agreement.

This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).



Sound Designer
Date

Production Manager
Date