

ASST. PRODUCTION SOUND ENGINEER

NAME:

PRODUCTION:



1) Applicable Dates

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

Meet & Greet	DATE
PSE Prelims	DATE
PSE Finals	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

Assist PSE with any tasks and duties as well as all responsibilities below:

- a) Working with Sound Technician, ensure safe and proper use of equipment.
- b) Record and format any playback and effects that are created and provided by the sound designer.
- c) When necessary, train console operator in use of equipment.
- d) With the assistance of the Sound Technician, troubleshoot any problems that arise.
- e) Submit complete equipment needs and space needs to the Audio Supervisor and Assistant Audio Supervisor for Office of the Arts and to the Sound Technician for Emerson Stage by the deadlines listed on the Emerson Stage Essential Dates chart. This should include preparing patch and routing paperwork. Under no circumstances shall the rep loudspeaker systems nor related audio infrastructure systems in any theater be altered or tampered with in any way.
 - i) This includes:
 - 1) Relocating, refocusing or modifying all rep loudspeakers and associated rigging hardware
 - 2) Unplugging or modifying any cabling associated with any rep loudspeakers.
 - 3) Altering any amplifier or processor settings for any rep loudspeakers.
- f) At no time shall any materials, not approved by the manufacturer or the Office of the Arts, be attached to any loudspeaker that would either compromise its ability to function normally, or compromise the structural integrity of the loudspeaker or its associated hardware. Due diligence needs to be done during the pre-production process to cross-reference audio plots with lighting and scenic drawings, to flag and resolve any potential conflicts with equipment occupying the same space.
- g) Additional loudspeakers and audio equipment used for a specific production shall be installed in accordance with manufacturer's specifications and Office of the Arts policy. No equipment shall be installed such that it can be damaged, or imposes on the functionality or artistic integrity of the other departments.
- h) Set up all intercom needs prior to dry tech.
- i) Communicate with the Technical Director, Production Electrician, Production Management, and the Sound Technician to schedule the audio installation and strike of tech tables.
- j) The Audio Supervisor / Assistant Audio Supervisor of Office of the Arts must approve any pulled equipment. Any emergency needs during tech & production should be directed to the Emerson Stage Sound Technician. Please keep in mind that the goal of organized paperwork and planning is to prevent there from being any such emergencies.
- k) Do not allow non-authorized people to use audio equipment. Keep all equipment secured when it is not in use.
- l) Instruct your crew to speak and move about quietly in the booth and backstage areas.

- m) UNDER NO CIRCUMSTANCES SHOULD PERSONAL MONEY BE USED FOR A PRODUCTION WITHOUT REIMBURSEMENT PRE-APPROVAL FROM THE EMERSON STAGE PRODUCTION MANAGER.
- n) All loudspeaker rigging must be inspected and approved by a member of the Office of the Arts Audio Department.
- o) Expendables Procurement Procedure:
 - i) The PSE downloads and completes the request form located on the ES Production website and emails the document to their Production Supervisor. It will be available for pick up in the Emstage Office.
 - ii) Organize audio restore of theater.
 - iii) This includes striking any speakers, cables, and microphones that were checked out for use in production. The patchbay must be restored to rep at this time. Any shows saved in the console must be erased.
 - iv) All equipment must be returned by the end of the production strike.
- p) Tech/Dress:
 - i) Production Sound Engineer is required to attend all technical rehearsals.
 - ii) Assistant(s) schedules for technical rehearsals can be on a rotation, based on the needs of the production and the sound team. This is to be scheduled by the Production Sound Engineer. Due consideration will be given to exceptions requested in advance and will be granted on a case by case basis by the Production Manager for Emerson Stage.
- q) Strike:
 - i) Supervise the safe removal and storage of all sound, music and communication equipment during strike.
 - ii) Return all Office of the Arts equipment to its assigned storage location.
 - iii) Return all borrowed and rented equipment on the agreed upon date in the rental contract.

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 Production Sound Engineer 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.

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) 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 know 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 infringes on any copyright, trademark, right of privacy, or any other right of any other person

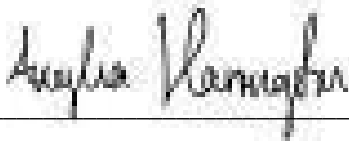
or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.

- 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).

Asst. Production Sound Engineer
Date



Production Manager
Date