

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Sound Designer</b>
<b>Nature:</b>	<b>Contract</b>
<b>Reports to:</b>	<b>Capping Show Producer / Assistant Producer / Stage Manager / Capping Show Directors</b>
<b>Direct reports:</b>	-
<b>Indirect reports:</b>	-
<b>Volunteers and Interns:</b>	<b>Capping Show Actors</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

### Organisation:

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Capping Show is the longest running student revue show on earth, with 130 years of history at Otago University. Capping Show is produced by OUSA, and is primarily a student-run and student-led project. Taking part in Capping Show allows emerging performers and theatre workers the opportunity to express their creative vision in a professional theatrical context, with the financial and administrative support of OUSA.

### Position Purpose:

The Sound Designer will oversee all sound elements of Capping Show, from designing and setting up the sound system to operating and maintaining it throughout the show. Working closely with the directors, you'll create and manage the soundscape, assist the band with setup and live mixing, and ensure high-quality audio for every performance. You'll also manage a budget to hire any necessary equipment, with support from OUSA. The Sound Designer will also support the video directors to achieve a high-quality sound for the video components of the show, including recording the live show and sending mixed audio to the video directors to include in the edited show footage.

### Areas of Responsibility

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>To ensure that suitable lines of communication between the volunteers, cast and crew are maintained.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Procuring quotes for sound equipment hire, pending approval of the executive producer.</li> </ul>
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>Ensuring that the sound system is of a suitable standard for a high quality dramatic production and that this high production standard is maintained throughout the Capping Show run.</li> <li>Ensuring that sound is heard at all times by the audience so that words are clearly discernable and that cues are on time.</li> <li>Obtaining quotes and hiring the sound system.</li> <li>Ensuring that the system is operated for all tech, dress and performances.</li> <li>Ensuring that a good knowledge of the show is gained before Tech rehearsal begins.</li> <li>Liaising with Events Team regarding any Sound Requirements.</li> <li>Locating sounds and special effects as required by the Capping Show Directors.</li> <li>Operating the sound desk and Qlab during the Capping Show.</li> <li>Cueing videos during the show.</li> <li>Supporting Video Directors with audio for video sketches</li> <li>Ensuring that the deadlines are met, without exception.</li> </ul> <p><b>Planning and Reporting:</b></p> <ul style="list-style-type: none"> <li>Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show.</li> <li>Provide a written 'lessons learned' report to the Producer after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>To ensure staff and volunteers report accidents to the Producer or Stage Manager, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in.</li> <li>Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>Be familiar with the hazard register for the work area that you work in</li> <li>Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register</li> </ul>

	<ul style="list-style-type: none"> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

### Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is reliable, organised and keeps all files and documents in order</li> <li>• Is self-motivated and able to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

### Qualifications and Experience

Capping Show is a student-led production, so the qualifications and experience required for this position is more flexible than in other professional theatre productions. However, the following characteristics are preferred:

- Good technical background
- Sound desk and Qlab experience
- Experience mixing a theatre &/or live music
- Some experience working with theatre and music industries
- Ability to work to strict deadlines