



Sound & Light Lead Roles & Responsibilities

Date: Jun 2019
Version: 1

Job Purpose

The Sound and Light Lead is an operations position within the Society and will take strategic direction from the appropriate Board Director. In the event this is one and the same, the Board duties of Care, Loyalty and Obedience will also apply.

Responsibilities

General:

- Be informed about the organization's mission, services, policies and programs.
- Inform others about the organization and be an advocate for BCPA.
- Keep up-to-date on trends and updates in the organization's field.
- Follow the bylaws and code of conduct of BCPA.

Specific:

- Review all technical riders prior to contract signing to ensure requirements can be met. Where any requirements can not be met as proposed in tech rider, liaise with artist representative to negotiate and reach agreement on technical requirements.
- Ensure BCPA responsibilities per agreement with Bragg Creek Community Association (BCCA) are met.
- Liaise with and advise BCCA board and staff as required regarding sound and light equipment, equipment inventory and valuations.
- As per the agreement with the BCCA, provide annual budget for sound and light equipment including anticipated end of life replacements of equipment with recommended replacement make and model as well as cost.
- Train volunteer staff in the setup, configuration and operation of sound and light equipment.
- Upon termination of office, surrender all books, records and other properties of the Society to his/her successor.

Tasks

- Obtain proposed technical rider from Artistic Director or from Google Drive. Review to ensure requirements can be met. Where any requirements can not be met as proposed in tech rider, liaise with artist representative to negotiate and reach agreement on technical requirements. Review revised technical riders as required



- Prior to each concert, prepare list of equipment rentals including quantity, make and model. Reserve rental equipment as required. Coordinate pick-up and return of rental equipment.
- Prior to each concert, prepare channel and monitor configuration sheet. Email tech rider, stage plot and configuration sheet to FOH and lighting operators. Bring copies to venue on concert day.
- Liaise with artist to establish load-in and sound check times. Provide this information to volunteer coordinator for inclusion in concert day schedule.
- Consult with, and advise, BCCA board and staff as required regarding sound and light equipment in the Center.