

PRODUCTION TECHNICIAN II

(Range 116)

DEFINITION

Performs technical work with a wide variety of theater equipment in providing quality production in the use of Library District venues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Production Technician Supervisor and lead and technical supervision from the Production Crew Leader.

Exercises lead and technical supervision over Production Technician I's.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Acts as lead technician on assigned shows.
2. Interacts with Library District user groups/individuals within the Performing Arts Centers to schedule facility use and determine needs.
3. Interprets and enforces Library District policies and procedures.
4. Maintains day-to-day maintenance of all Library District venue's technical equipment.
5. Performs technical functions in the operation of technical equipment such as audio, video, lighting, and stage production equipment.
6. Assists and performs lighting, sound, and stage design.
7. Hangs, sets up, and adjusts technical equipment such as audio, video, lighting, and stage production equipment.
8. Performs routine maintenance tasks and minor repairs on technical equipment and alerts supervisor to equipment malfunctions and repair needs beyond repair capabilities.
9. Provides training to other Production Technicians in the use of Library District equipment and safety requirements.
10. Operates Library District vehicles to transport technical equipment.
11. Maintains records appropriate to Production Services Department, to include, rehearsal and performance reports, user group invoicing log, inventory sheets, technical interview worksheets and incident reports.
12. Prioritizes both individual and production tasks.
13. Ascertains additional support and technical needs for clients and patrons.
14. Opens and closes Library District facilities and maintains security of building access codes and keys.

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15. Exercises decision making skills.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic operation and maintenance of theatrical and production equipment.
2. Safety issues pertaining to the Library District venues.
3. Library District, Branch, and Department policies and procedures.
4. Library District terminology and functions.
5. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Lead staff in area of work assigned.
2. Serve the public with patience, tact, and integrity.
3. Maintain effective working relationships with those contacted during the course of work.
4. Work both independently and as part of a team.
5. Communicate clearly and concisely, both orally and in writing.
6. Perform basic clerical record keeping tasks.
7. Exercise good judgment and make sound decisions.
8. Work under pressure and meet deadlines.
9. Interpret and apply Library District and Department policies and procedures.
10. Accept and manage change and maintain flexibility.
11. Exercise initiative and discretion.
12. Perform multiple tasks concurrently.
13. Work quickly and accurately.
14. Prepare clear and concise reports.
15. Understand and follow both written and oral instructions.

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16. Maintain the mental capacity for effective interaction and communication with others.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - climbing;
 - lifting and carrying;
 - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Operation of various technical, audio, visual, and theatrical equipment.
2. Use of personal computers and associated software and general office equipment.

QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency and three (3) years of related work experience performing similar responsibilities required. Specialized study in Technical Theater may be substituted for some or all of the required experience.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; working in high places (30+ feet); bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require sound perception, color perception, depth perception, visual perception

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and oral communications ability.

Environmental Requirements:

Tasks are performed with frequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

FLSA: **NON-EXEMPT**

CBA: **NON-SUPERVISOR**

DEVELOPED: **JULY 1, 1995**

REVISED: **FEBRUARY 14, 1998**
 JUNE 23, 1998