

PRODUCTION TECHNICIAN SUPERVISOR

(Range 120)

DEFINITION

Performs technical, professional, and supervisory work in the coordination of quality productions in the use of Library District venues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Scheduling and Production Services Manager.

Exercises general supervision over the Production Crew Leader and Production Technician I's and Production Technician II's.

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

Essential Functions:

1. Ensures the efficient operation of the Production Services Department.
2. Coordinates Production Technicians in the operation of theater equipment such as audio, video, lighting, and stage production equipment.
3. Develops and implements theatrical equipment use and maintenance guidelines.
4. Participates on interview panels and selects staff for Production Services Department.
5. Supervises subordinate staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
6. Directs and prioritizes the work of subordinate staff.
7. Conducts routine inspections of Library District performing arts centers and venues.
8. Prepares, submits, and/or summarizes various routine and non-routine reports.
9. Develops goals and objectives for Production Services Department.
10. Exercises decision making skills.
11. Directs and completes employee performance evaluations for technical support personnel.
12. Develops and modifies production scheduling.
13. Ensures compliance of all pertinent Federal, State, and Local laws, regulations, ordinances, and codes as well as all Library District policies and procedures.
14. Serves as the Library District's Fire and Safety Code Officer and serves on the Library District's Safety Committee.
15. Implements Library District, Branch, and Department policies and procedures.
16. Interacts extensively both in person and over the telephone with patrons, district-

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wide staff and management, user groups, outside agencies, vendors, and other libraries.

17. Stays abreast of new trends, innovations, and safety issues in the field of production services.
18. Utilizes personal computers, the Internet, and e-mail.
19. Attends or conducts department staff and other miscellaneous meetings.
20. Operates office equipment including but not limited to: copy machine, telephone, and facsimile machine.
21. Maintains a safe environment for both patrons, user groups, and staff.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Operation and maintenance of various theatrical and production equipment.
2. Safety issues pertaining to the Library District venues and theater and production equipment.
3. Pertinent Federal, State, and Local laws, regulations, and ordinances to include current fire codes, safety codes, and electrical codes.
4. Planning principles and methods.
5. Report and record keeping principles and methods.
6. Effective supervisory principles and techniques.
7. Library District, Branch, and Department policies and procedures.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Serve customers with patience, tact, and courtesy.
2. Exercise sound judgment and make good decisions.
3. Supervise and direct the work of subordinate staff.
4. Accept and manage change and maintain flexibility.

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5. Work quickly and accurately.
6. Work both independently and as part of a team.
7. Maintain effective working relationships those contacted during the course of work.
8. Understand and follow oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.
10. Maintain the mental capacity for effective interaction and communication with others.
11. 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.
12. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.
13. Work evenings, weekends and holidays.

Skilled in:

1. Safe operation and maintenance of theater equipment and hand and power tools used in production services.
2. Use of personal computers and associated software.
3. Use of basic office equipment.

QUALIFICATIONS

Training and Experience:

Bachelor's degree in Theater or closely related field required; four (4) years work experience in program production required, some of which shall include experience as a technical director required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

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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, walking on cat walks, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; or the operation of a motor vehicle and associated machinery and equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Tasks require sound perception, color perception, depth perception, texture perception, visual perception, 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:	SUPERVISOR II
DEVELOPED:	JULY 1, 1995
REVISED:	MARCH 31, 1998 JUNE 15, 1998