

PRODUCTION TECHNICIAN

(Range 116)

DEFINITION

This position is primarily responsible for coordinating all aspects of planning, development, and implementation of technical needs for assigned programs, special events, and exhibits, and providing technical assistance toward the completion of special projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from the Technician Supervisor.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Performs technical functions in the operation of theater equipment such as lighting, sound, audio-visual, and stage production equipment.
3. Ascertains the technical needs for customers, partners, and Library District staff to successfully execute a program.
4. Leads and occasionally assists other technicians with lighting, sound, audio-visual, rigging, and stage design work.
5. Hangs, sets up, adjusts, and removes technical equipment such as lighting, sound, audio-visual, rigging, and stage production needs for a variety of programs.
6. Leads, directs, and executes technical rehearsal and performance cues to support programming.
7. Maintains day-to-day maintenance of all Library District venue technical equipment. Performs regular maintenance checks on equipment. Identifies equipment malfunctions, conducts minor repairs if possible, and reports issues to other Library District staff. Installs new theatrical equipment upon arrival from vendors.
8. Submits and maintains records appropriate to the Programming and Venues Services department including but not limited to rehearsal and performance reports, user group invoicing log, equipment inventory sheets, incident reports, and venue technical packets.
9. Prioritizes individual and productions tasks based on the needs of Library District staff and customers, venue needs, and production needs.
10. Offers project ideas and strategies to advance Library District technical equipment. Assists with research of capital project ideas including equipment, vendors, and

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timeline development to implement projects.

11. Works cooperatively with other approved Library District staff to open and close facilities and maintains security of building access codes and keys.
12. Maintains a safe environment for both customers and staff.
13. Updates content on the Library District website.
14. Plans, prepares, and executes community events to promote the Library District.
15. Builds and sustains relationships with Library District community partners.
16. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Programming and Venues Services department.
17. Perform any other related duties and responsibilities as assigned.

Marginal Functions:

1. Participates in Library District committee work when needed.
2. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology, and functions.
3. Emerging technologies in the library field.
4. Basic research and public presentation techniques.
5. Training techniques.
6. Sources and availability of current information.
7. On-line tools and resources, and the Internet.
8. Principles and techniques of delivering effective oral presentations.
9. Correct English usage, spelling, punctuation, and grammar.
10. Knowledge of business letter writing and report preparation.
11. Knowledge of record keeping and filing principles and methods.
12. Basic accounting principles and procedures.

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13. Filing practices and procedures.
14. Current trends and developments in the field of programming including the performing and visual arts, and specific areas of lighting, sound, audio-visual, rigging, and scenic design.
15. Principles and practices of cultural program planning, implementation, development, and administration.
16. Potential user safety issues pertaining to Library District venues and equipment.
17. The understanding of rental agreements, memorandum of understandings, and contracts.

Skilled In:

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.
3. Presenting programs for an audience including the selection of, coordination, and implementation of events.
4. Operation and maintenance of various theatrical and production equipment.

Ability to:

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Interpret and apply Library District and department policies and procedures.
3. Schedule and manage multiple tasks.
4. Plan, research, develop, and implement technical needs for educational and artistic programming.
5. Prioritize and perform multiple tasks concurrently for accurate and efficient results.
6. Use initiative and independent judgement within established procedural guidelines.
7. Maintain confidentiality.
8. Initiate own work, set priorities, and meet critical deadlines.
9. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
10. Serve customers with patience, tact, and courtesy.
11. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
12. Exercise good judgement and make sound decisions.

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13. Work quickly and accurately.
14. Work both independently and as a part of a team.
15. Accept and manage change and maintain flexibility.
16. Understand and follow oral and written instructions.
17. Communicate clearly and concisely, both orally and in writing.
18. Maintain the mental capacity for effective interaction and communication with internal and external customers.
19. Maintain 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;
 - lifting and carrying;
 - operating assigned equipment;
 - operating vehicles including cars, trucks, and vans.
20. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment;
21. Maintain effective working relationships with those contacted during the course of work.
22. Generate accurate reports.
23. Evaluate proposals and programming technical needs to develop solutions that resolve routine and complex problems.
24. Develop, build, and maintain partnerships with other organizations to strengthen programming.
25. Operate a Library District vehicle.

Training and Experience:

High School diploma or GED equivalency required. Additionally, three (3) years of related work experience performing similar duties required. Or, an equivalent combination of training, education, and experience that provides the necessary knowledge, skills, and abilities.

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License, Certificate, or Requirements:

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

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; frequent bending, stooping, working in confined spaces; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

Environmental Requirements:

Tasks are performed in an office setting with occasional local travel and rare out-of-state travel for conferences. Minimal exposure to adverse environmental conditions.

JOB CODE:

**FLSA: NON-EXEMPT
CBA: NON-SUPERVISOR**

DEVELOPED: JULY 1, 1995

**REVISED: FEBRUARY 14, 1998
JUNE 23, 1998
MARCH 14, 2018
MARCH 5, 2019**