

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Regional Technician Lead

EXEMPTION STATUS: Exempt

JOB CATEGORY:

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the direction of the Technical Services Supervisor, the Regional Technician Lead will oversee assigned technical and production services staff and venues to ensure that all Library District programs, rental events, and meetings in their assigned region are successful and safe. The Regional Technician Lead will supervise and schedule Technician Specialists in their assigned region. They will foster and maintain a diverse, equitable, inclusive, and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Processes technical requests for an assigned region and schedules Technician Specialists. Schedules and assigns staff to complete projects for venue and equipment maintenance, training, and meetings.
2. Assesses the technical needs for events by engaging with rental customers, partners, contracted artists, and staff. Communicates those needs to programming staff and Technician Specialists.
3. Conducts regular inspections for all venues. Reports findings to the Technical Services Supervisor and other departments as needed. Reports major safety concerns/issues to Programming and Venues Services management and the Library District's Safety Manager. Notifies Technician Specialists with safety updates. Assigns staff to correct issues when possible.
4. Purchases supplies and equipment for unexpected venue needs. Seeks competitive quotes and completes purchase orders for supply and equipment needs for assigned venues.
5. Assigns staff to research equipment purchases and engage with vendors. Reviews staff recommendations for equipment purchases.
6. Ensures that staff complete all assigned training. Recommends training, seminars, and conferences for professional development. Creates assignments for staff mentorship. Provides department training for staff.
7. Serves on and schedules staff for capital project committees. Assists with capital project purchasing and implementation as assigned.
8. Ensures compliance with all policies, procedures, guidelines, and best practices. Recommends suggested changes to the Technical Services Supervisor.

9. Ensures compliance with all federal, state, and local laws and OSHA standards.
10. Schedules staff to install equipment. Provides onsite supervision of and leads equipment installations and venue upgrades.
11. Reviews completed reports, logs, and other paperwork. Takes action to resolve issues as needed. Updates Venue Information Packets for assigned venues.
12. Attends and participates in assigned meetings. Schedules staff to attend meetings. Leads meetings as required.
13. Serves as person-in-charge (PIC) as needed.
14. Engages library branch staff, supports department staff, and community partners to foster collaboration and support for the Library District's vision and mission statement.
15. Stays abreast of current and future trends in theatrical equipment, video production, live entertainment, and library programming. Attends professional development training, seminars, and conferences.
16. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Theatrical lighting, sound, audio/visual, and video editing and production
- MS Office
- Public Service Ethics

KNOWLEDGE, SKILLS, AND ABILITIES:

● EDUCATION:

Required: High School diploma or GED equivalency.

Preferred: Bachelor's Degree in Theatre Arts, Entertainment, or a related field.

● EXPERIENCE:

Required: Three (3) years of experience in performing arts or entertainment with a strong background in technical theater.

Preferred: Five (5) years of experience in performing arts or entertainment with a strong background in technical theater. One (1) year of supervisory experience.

● LICENSE AND CERTIFICATION:

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

Possess, or have the ability to complete District provided OSHA-10 training upon hiring.

Completion of District's Person-in Charge (PIC) training within 12-months of hire.

Preferred: NA

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require the performance of 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 technical equipment; climbing ladders; utilizing a keyboard, and sitting, or standing for extended periods. Specific vision abilities include close vision, distance vision, depth perception, color vision, and the ability to adjust focus. Specific hearing requirements include the ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, music, auditory cues).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of cultural programming current trends and best practices.
- Knowledge of theatrical lighting, sound, A/V, rigging and stage management.
- Ability to handle stressful situations with professional composure.
- Ability to communicate effectively in both oral and written form.
- Ability to accurately prepare and maintain reports, files, and records.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to prioritize, reorganize, and triage tasks in a dynamic work environment.
- Ability to process and handle confidential information with discretion.
- Ability to establish, and maintain effective working relationships with all internal and external customers, community partners, and vendors.
- Ability to travel as required.

DEVELOPED: MAY 8, 2019

REVISED: JUNE 10, 2019
SEPTEMBER 20, 2022
JULY 9, 2024