

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

JOB TITLE: Technical Services Supervisor

EXEMPTION STATUS: Exempt

JOB CATEGORY:

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the direction of the Programming and Venues Services Manager, the Technical Services Supervisor will oversee the operations of technical and production services staff and equipment in the Performing Arts Centers, meeting rooms, virtual programming, and special event locations. The Technical Services Supervisor will supervise the Regional Technician Coordinators to ensure staff and venues support Library District programming, meetings, and rental usage and are operated safely. They will foster and maintain a diverse, equitable, inclusive, and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversees theatrical, audio-visual, and virtual programming equipment purchases for the Programming and Venues Services Department. Creates requests for quote, requests for proposal, purchase orders, and all other purchasing paperwork. Assists the General Services Department on public bids. Receives, tracks, and distributes equipment. Assists other departments with purchases of audio-visual equipment.
2. Oversees the installation of all theatrical, audio-visual, and virtual programming equipment with staff, vendors, and other departments. Coordinates with vendors to ensure that equipment is onsite and ready for installation.
3. Develops professional relationships to provide department staff training. Coordinates large- scale staff training opportunities. Develops staff-led technical training. Presents information on large department and district-wide initiatives as needed.
4. Establishes Technical and Production Services procedures, guidelines, and best practices. Recommends policy changes to the Programming and Venues Services Manager.
5. Responds to reported maintenance issues. Facilitates equipment and venue repairs. Discards outdated and unsalvageable equipment. Reports major safety concerns/issues to Programming and Venues Services management and the Library District's Safety Manager.
6. Prioritizes equipment purchase requests/recommendations, and projects, based on Library District venue needs. Presents general fund and capital project budget proposals annually to the Programming and Venues Services Manager. Ensures that all projects and purchases are completed on time and within budget.

7. Oversees and guides all capital project committees. Submits capital project recommendations to the Programming and Venues Services Manager annually for department budget proposals. Ensures that all approved capital projects are completed on time and within budget.
8. Manages the use of shared equipment and obtains rental equipment for events as needed.
9. Resolves scheduling conflicts across regions. Coordinates scheduling and project management with vendors, library departments, staff, and venues for capital projects and venue/equipment improvements.
10. Maintains compliance for venue and department record keeping, equipment safety information, and equipment maintenance records.
11. Ensures compliance with all federal, state, and local laws and OSHA standards.
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
- Project Management, Organizing, Reporting, Coordinating & Budgeting
- MS Office
- Public Service Ethics

KNOWLEDGE, SKILLS, AND ABILITIES:

● **EDUCATION:**

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

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

- **EXPERIENCE:**

Required: Five (5) years of experience in performing arts or entertainment, three (3) of which in a supervisory position. Strong background in technical theater.

Preferred: Five (5) years of supervisory experience in performing arts or entertainment. Strong background in technical theater.

- **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.
- Ability to handle stressful situations with professional composure.
- Ability to negotiate prices with vendors in compliance with Library District policies.
- 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:

JULY 9, 2024