

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

JOB TITLE: Technician Specialist I

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY:

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the direction of the Regional Technician Lead, the Technician Specialist is responsible for all aspects of development, and implementation of technical needs for assigned programs, special events, exhibits, and virtual programming. The Technician Specialist is also responsible for providing technical assistance toward the completion of special projects. Fosters and maintains a diverse, equitable, inclusive, and accessible work environment. May require travel between District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Prepares and executes technical needs for events including lighting, sound, audio-visual, virtual connectivity/programming, scenic, flyrail, and other technical needs. Confirms technical needs with internal and external customers.
2. Completes regular maintenance tasks. Troubleshoots equipment and corrects issues when possible. Reports maintenance issues to the Regional Technician Lead. Reports major safety concerns/issues to Programming and Venues Services management and the Library District's Safety Manager.
3. Installs equipment as assigned.
4. Purchases supplies and equipment for unexpected event needs. Submits all other equipment purchases to the Regional Technician Lead for consideration. Engages with equipment vendors as assigned.
5. Researches, participates in demonstrations and recommends equipment to purchase.
6. Serves on capital project committees. Recommends and researches capital projects for annual budget consideration.
7. Maintains Compliance with all policies, procedures, guidelines, and best practices.
8. Completes assigned training. Recommends training, seminars, and conferences for professional development. Mentors and assists other Technician Specialists as assigned.
9. Completes reports, logs, and other paperwork as assigned.
10. Attends and participates in assigned meetings.

11. Serves as person-in-charge (PIC) as needed.
12. Engages library branch staff, supports department staff, and community partners to foster collaboration and support for the Library District's vision and mission statement.
13. Stays abreast of current and future trends in theatrical equipment, video production, live entertainment, and library programming. Attends professional development training, seminars, and conferences.
14. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Office (Basic)
- Cultural/Arts Programming Theory and Methods
- Technical equipment operation, maintenance and troubleshooting
- 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 background in technical theater.

Preferred: NA

● **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 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 of time. 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 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 1, 1995

REVISED: FEBRUARY 14, 1998
JUNE 23, 1998
MARCH 14, 2018
MARCH 5, 2019
JULY 9, 2024