

# **PRODUCTION TECHNICIAN I**

**(Range 114)**

## **DEFINITION**

Performs technical work with a wide variety of theater equipment in providing quality production in the use of Library District venues.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Production Technician Supervisor, Production Crew Leader and lead and technical supervision from the Production Technician II's.

## **RESPONSIBILITIES:**

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

1. Performs technical functions in the operation of theater equipment such as audio, video, lighting, and stage production equipment.
2. Assists and performs lighting, sound, and stage design.
3. Hangs, sets up, and adjusts technical equipment such as audio, video, lighting, and stage production equipment.
4. Performs standard maintenance tasks on technical equipment.
5. Operates Library District vehicles to transport theater equipment.
6. Performs routine maintenance checks; identifies equipment malfunctions and repair needs and alerts supervisor of such needs.
7. Maintains records to include rehearsal and performance reports, user group invoicing log, and inventory sheets.
8. Prioritizes both individual and production tasks.
9. Ascertains additional support and technical needs for clients and patrons.
10. Opens and closes Library District facilities.
11. Exercises decision making skills.

## **Marginal Functions:**

1. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

1. Basic operation of various theatrical production equipment.

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2. Library District, Branch, and Departmental policies and procedures.
3. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Serve the public with patience, tact, and integrity.
2. Maintain effective working relationships with those contacted during the course of work.
3. Understand and follow both oral and written instructions.
4. Communicate clearly and concisely, both orally and in writing.
5. Perform basic clerical record keeping tasks.
6. Work both independently and as part of a team.
7. Exercise good judgment and make sound decisions.
8. Work under pressure and meet deadlines.
9. Interpret and apply Library District and Department policies and procedures.
10. Accept and manage change and maintain flexibility.
11. Exercise discretion.
12. Perform multiple tasks concurrently.
13. Work quickly and accurately.
14. Prepare clear and concise reports.
15. Work evenings, weekends and holidays.
16. Maintain the mental capacity for effective interaction and communication with others.
17. 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.
18. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

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**Skilled in:**

1. Use of various technical, audio, video, and theatrical equipment.
2. Use of personal computers, associated software and general office equipment.

**Training and Experience:**

High school diploma or GED required. Two (2) years related work experience performing similar duties required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**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; working in high places (30+ feet); bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require sound perception, color perception, depth perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>CBA:</b>	<b>NOT COVERED</b>
<b>DEVELOPED:</b>	<b>JULY 1, 1995</b>
<b>REVISED:</b>	<b>FEBRUARY 14, 1998 JUNE 23, 1998 MARCH 14, 2018</b>