

TECHNICAL AND PRODUCTION SERVICES SUPERVISOR

(Range 120)

DEFINITION

Performs technical, clerical, and lead supervisory work in providing quality programming production in the use of the Library District venues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Programming and Venues Manager.

Exercises lead and technical supervision over Production Technicians.

RESPONSIBILITIES:

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

1. Provides lead and technical supervision over Production Technicians.
2. Interacts with user groups and other individuals within the Library District facilities and venues to schedule appropriate staff and determine needs.
3. Interprets and enforces Library District policies and procedures.
4. Performs technical functions in the operation of electronic equipment such as audio, video, lighting, rigging, and stage production equipment.
5. Performs maintenance tasks on theatrical equipment.
6. Transports and sets up theatrical equipment.
7. Performs routine maintenance checks and alerts supervisor to equipment malfunctions and repair needs.
8. Maintains records appropriate to the Scheduling and Production Services Department, to include performance reports, technician interview sheets, facility use forms, and inventory sheets.
9. Exercises decision making skills in task prioritization, additional support needs, and in determining client needs.
10. Opens and closes Library District facilities and maintains security of building access codes and keys.
11. Develops and modifies personnel scheduling as needed.
12. Provides training to Production Technicians and other technical support personnel in the Theater's and Performing Arts Center's equipment operation and safety requirements.

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13. Identifies equipment malfunctions and repair needs and alerts supervisor of such needs.
14. Prioritizes both individual and production tasks.
15. Ascertains additional support and technical needs for clients and patrons.
16. Operates Library District vehicles.
17. Attends various meetings.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Advanced operation and maintenance of various theatrical and production equipment.
2. Safety issues pertaining to Library District venues.
3. Library District, Branch, and Scheduling and Production Services Department policies and procedures.
4. Library District terminology and functions.
5. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Lead staff in area of work assigned.
2. Accept and manage change and maintain flexibility.
3. Work quickly and accurately.
4. Work independently and as part of a team.
5. Serve customers with patience, tact, and courtesy.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Perform basic clerical record keeping tasks.
10. Maintain the mental capacity for effective interaction and communication with others.

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11. 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;
 - operating assigned equipment.
12. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. The operation of various technical, audio, visual, and theatrical equipment.
2. Use of personal computers and associated software.
3. Use of general office equipment.

Training and Experience:

High school diploma or GED equivalency required. Three (3) years of demonstrated experience in production required, some of which must include experience as a theatrical technician; experience with lighting, sound, and rigging required; proficiency in Windows and Windows applications including data-base management programs 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); frequent bending, reaching, and stooping; working in confined spaces; climbing ladders; walking on cat walks; frequent lifting, carrying, or moving items of moderately heavy weight (20 - 50 pounds); occasional lifting, carrying, or moving items of very heavy weight (100 pounds or over); 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, on a production basis, of such devices as offset presses with associated equipment.

Tasks require sound perception, color perception, depth perception, visual

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perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with frequent exposure to adverse environmental conditions.

FLSA: EXEMPT

CBA: SUPERVISOR

DEVELOPED: JULY 1, 1995

REVISED: JUNE 3, 1998
NOVEMBER 25, 2013
MARCH 14, 2018