

# **TECHNICAL EQUIPMENT COORDINATOR**

**(Range 120)**

## **DEFINITION**

This position is primarily responsible for ensuring that all equipment in programming venues and Performing Arts Centers throughout the Library District is operational, well maintained, and up-to-date to present quality programs.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Programming and Venues Manager.

## **RESPONSIBILITIES:**

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

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Researches, coordinates, and schedules projects and equipment to be installed, maintained, and repaired in the public use of Performing Arts Centers, meeting rooms, conference rooms, and special event locations.
3. Assists the public as needed to use library venues and services. Addresses customer inquiries regarding equipment both on- and off-site by conducting meetings and touring facilities.
4. Works collaboratively with the Technician Supervisor to ensure that all Library and rental events have the required sound, lighting, and AV equipment and ensures that assigned staff are able to operate the equipment.
5. Prepares monthly reports, RFP's (Requests for Proposal's), RFQ's (Requests for Qualifications), POs (Purchase Orders), check requests with invoices, and other documents necessary for the maintenance and upkeep of Library District programming and venues equipment.
6. Performs routine quarterly maintenance checks on Performing Arts Center equipment and bi-annually maintenance checks on all equipment in meeting rooms. Informs the Programming and Venues Manager and other necessary staff and user groups regarding any equipment malfunctions, repair needs, continuity plans, estimated repair timeframes, and oversees the process of repairing/replacing equipment throughout the Library District.
7. Researches and orders equipment needs for the Programming and Venues Services department and assists other Library District branches/departments in the procurement of equipment as needed.
8. Receives, transports, and installs equipment for programming use.

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9. Conducts staff training on equipment used for programming.
10. Ensures that all shared equipment to service the Library District is in good working condition. Manages the checkout, use of, and return of shared equipment. Routinely discards old and non-working equipment or repairs/services such equipment.
11. Researches, plans, and leads the execution of capital projects to advance equipment in programming venues throughout the Library District.
12. Routinely reviews and updates venue technical information packets that can be shared with Library District staff and the public as needed for successful program planning.
13. Conducts safety inspections, staff training, engages vendors when necessary, and coordinates efforts with the Library District's Safety Coordinator to ensure that all Library District programming equipment is properly used and maintained.
14. Supports other Library District departments in researching, implementing, troubleshooting, updating, and using equipment in maker space, production recording studio, green screen technology, virtual reality, robotic and engineering, and audio recording booth type spaces.
15. Serves as an emergency Production Technician or Performing Arts Center Coordinator to successfully execute a planned program as needed.
16. Opens and closes Library District facilities and maintains security of building access codes and keys.
17. Develops, prepares, and completes a variety of forms, documents, contracts, and other paper work.
18. Maintains venue and department record keeping, filing systems, and a variety of statistical records pertaining to equipment throughout the Library District.
19. Interacts with Library District staff, public user groups, outside agencies, vendors, and the general public in person, over the telephone, and via e-mail.
20. Generates correspondence, memos, contracts, and other materials appropriate to the Programming and Venues Department.
21. Attends or conducts department and other miscellaneous meetings at sites throughout the Library District.
22. Assists in the preparation and administration of the Programming and Venues Services department budget for capital projects and the general fund including the exploration of new monies, improvements, services, and the preparation of grant applications.
23. Maintains a safe environment for both customers and staff.
24. Updates content on the Library District website for upcoming Programming and Venues Services programs.
25. Plans, prepares, and executes community events to promote the Library District.

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26. Builds and sustains relationships with Library District community partners.
27. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Programming and Venues Services department.
28. Performs any other related duties and responsibilities as assigned.

**Marginal Functions:**

1. Participates in Library District committee work when needed.
2. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology, and functions.
3. Emerging technologies in the library and programming fields.
4. Basic research and public presentation techniques.
5. Scheduling of equipment and venues for maintenance.
6. Training techniques.
7. Sources and availability of current information.
8. On-line tools and resources, and the Internet.
9. Principles and techniques of delivering effective oral presentations.
10. Correct English usage, spelling, punctuation, and grammar.
11. Knowledge of business letter writing and report preparation.
12. Knowledge of record keeping and filing principles and methods.
13. Basic accounting principles and procedures.
14. Filing practices and procedures.
15. Current trends and developments in the field of programming including technical equipment and support.
16. Principles and practices of cultural program planning, implementation, development, and administration with an emphasis on equipment and innovative trends.
17. Potential user safety issues pertaining to Library District venues.

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18. Effective approaches to equipment maintenance and venue improvements to maximize occupancy.
19. The understanding of rental agreements, memorandum of understandings, and contracts.

**Skilled In:**

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.
3. Installation, use, maintenance, and upkeep of technical equipment to support programming.
4. Operation and maintenance of various theatrical and production equipment.

**Ability to:**

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Interpret and apply Library District and department policies and procedures.
3. Schedule and manage multiple projects.
4. Plan, organize, and manage complex projects for accurate and efficient results.
5. Use initiative and independent judgement within established procedural guidelines.
6. Maintain confidentiality.
7. Initiate own work, set priorities, and meet critical deadlines.
8. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
9. Serve customers with patience, tact, and courtesy.
10. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
11. Exercise good judgement and make sound decisions.
12. Work quickly and accurately.
13. Work both independently and as a part of a team.
14. Accept and manage change and maintain flexibility.
15. Understand and follow oral and written instructions.
16. Communicate clearly and concisely, both orally and in writing.

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17. Maintain the mental capacity for effective interaction and communication with internal and external customers.
18. Maintain 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;
  - lifting and carrying;
  - operating assigned equipment;
  - operating vehicles including cars, trucks, and vans.
19. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment;
20. Submit requests for staff to assist on projects involving new equipment, installation of new equipment, and maintenance of existence equipment.
21. Prioritize and perform multiple tasks concurrently.
22. Maintain effective working relationships with those contacted during the course of work.
23. Generate accurate reports.
24. Develop, build, and maintain partnerships with other organizations to strengthen programming.
25. Operate a Library District vehicle.

**Training and Experience:**

Bachelor's Degree in Technical Theater, Theatrical Design, Performing Arts, or a related field; or five (5) years of performing arts theater work experience (some of which is at the supervisory or management level) including experience with lighting, sound, audio-visual, rigging, or stage work 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.

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**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; 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 office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

**Environmental Requirements:**

Tasks are performed in an office, theater, or venue setting to support programming, with occasional local travel and rare out-of-state travel for conferences. Minimal exposure to adverse environmental conditions.

**JOB CODE:**

**FLSA:** EXEMPT  
**CBA:** SUPERVISOR

**DEVELOPED:** MAY 8, 2019

**REVISED:** JUNE 10, 2019