ASHEVILLE, NORTH CAROLINA

Classification Specification

Production Technician, Lead
Job Code: 8625
FLSA: Non-Exempt

Purpose of Classification:

The purpose of my position is to provide technical support for audio visual and information technology equipment at the City's civic center, to mix sound and program lighting cues for shows, and to provide lead direction to contracted stagehands and technicians.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides technical and logistical support for audio and video equipment in meeting rooms, conference rooms, and other areas: sets up microphones, cameras, sound systems, digital menu boards, television screens, advertisement boards, and other audio and video equipment; installs ethernet cable and wireless internet access points; assists staff and clients with connecting to network; installs security cameras; turns on and starts equipment; monitors equipment function; and troubleshoots and resolves problems and malfunctions.

Coordinates and performs audio and lighting services: monitors event schedule; identifies production audio and lighting needs; attends production meetings; designs and programs audio and lighting; determines resources needed, which may include wired and wireless microphones, lighting, chain motors, cable, power feeds and installations, special effects, etc.; coordinates with outside directors and technical staff, as needed, to program

equipment and software; oversees load-in, set up, and function of audio and video equipment; participates in rehearsals; live mixes performances; and troubleshoots questions and problems during productions and events.

Leads and coordinates daily work activities of contracted stagehands and technicians: organizes tasks to complete assigned work; monitors status of work in progress and inspects completed work; assists with complex/problem situations and provides technical expertise; assists with training and instructing contracted stagehands and technicians regarding operational procedures and proper use of equipment; and reports problems and issues to supervisor.

Maintains and coordinates stage space and usage: inspects stage environment to ensure proper operation and function of all equipment; inspects all stage systems and sets; prepares stage and equipment in compliance with contract specifications; coordinates, assists, and monitors events and crews during set-up, production, and break down to ensure smooth operations and technical success; serves as a liaison between City staff and production crews during events; provides information, answers questions, and solves problems; and ensures compliance with terms of contract and safety of crew and stage.

Maintains assigned equipment: conducts regular testing of equipment, cabling, and networks; performs preventative maintenance and minor repair work; schedules repairs and upgrades; diagnoses malfunctioning equipment; fixes connections; replaces cables and equipment parts; and coordinates repairs under warranty with vendors.

Maintains inventory of assigned equipment, parts, and supplies: prepares, updates, and maintains inventory records; conducts inventory counts and documents equipment details; and initiates orders for new or replacement equipment, parts, and supplies, as needed.

Communicates with supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, event memos, production contracts and riders, lighting plots, rigging plots, line set schedules, stage plots, event diagrams, inventory records, purchase requests, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates and utilizes a variety of equipment, tools, and supplies to complete essential functions, such as audio mixing console, lighting programming console, various analogue and small format lighting and sound consoles, scissor lift, hand and power tools, chain motors, spotlights, microphones, moving intelligent lights, stage equipment,

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Music or Theater Technology, or a related field required; supplemented by three years of experience in executing lighting or sound services for live productions or stage management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, temperature and noise extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.