

**Class Code: 3101**  
**Effective date: 6/7/2017**  
**Reviewed: 10/12/2021**

## **PRODUCTION TECHNICIAN**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for maintenance, repair, operation, facilitation, coordination and management of stage production equipment at a performing arts center. Work includes supervision of a small staff of stage technicians and technical advisement of contractual workers and third-party vendors and reports to the Production Coordinator.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Takes direction from the Production Coordinator regarding equipment needs for each event held at the Heymann Performing Arts and Convention Center. Ensures availability and working order of conventional and computerized lighting, audio, staging equipment, electrical and rigging systems. Serves as lead worker and point of contact for reference on technical issues for clients and their designees such as Lighting Designers, Audio Designers, and Artistic Directors. Interprets blue prints and electrical diagrams in order to carry out requests by clients. Operates and troubleshoots production equipment as necessary to prepare and run each event and performs training for equipment users. Supervises and logs time entry for contractual laborers and third-party vendors.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of the standard methods, materials, tools and equipment of the mechanical, electrical and electronic trades applicable to the stage operation of a convention or cultural center.

Technical and functional knowledge of event production resources including, but not limited to, audio, lighting, video, rigging elements, and electrical power equipment sufficient to safely supervise and assist in event execution.

Considerable knowledge of the occupational hazards and necessary safety precautions applicable to the assigned work area.

Ability to troubleshoot and perform basic repairs on varied stage production equipment.

Ability to plan, schedule and supervise the work of subordinates.

Ability to work with blueprints, rough drafts and schematics.

Skill in the use and care of the standard tools and equipment of the trade.

Ability to establish and maintain effective working relationships with other employees, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school supplemented by vocational training or college course work in electronics, electricity, industrial technology or theater arts, and experience in technical stage work; or any equivalent combination of training and experience.