|  |  |
| --- | --- |
| Job Title: | Production Specialist |
| Department: | Library & Cultural Arts |
| Reports to: | Cultural Events Supervisor |
| FLSA Classification: | Exempt  |
| Effective Date: | 11/12/22 |
|  |
| Job Summary: | The purpose of this position is to manage, execute, monitor, operate the sound & light equipment of the Promenade Park Amphitheater, Edinburg Promenade Plaza (Food Truck Park), and other event and rental venues. Provides technical and artistic support for theater, music, dance productions, and other duties as required. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.1. Coordinates the preparation and setup of equipment and staging needs for productions and events.
2. Install and deinstall equipment as needed for events on portable and fixed stages at various venues throughout the city.
3. Oversees and trains interns in the design, construction, and preparation of lighting and sound design to be used in music concert and theatrical productions.
4. Is responsible for renting cultural arts venues such as the Amphitheater, Municipal Auditorium, City Hall Courtyard, Food Truck Park, Amphitheater, and the Event Center.
5. Manages rental reports and contracts.
6. Oversees the marketing of rental venues to promote the continual rental of venues.
7. Oversee the loan and operation of mobile screens and stages including floats’ light and sound production and construction.
8. Oversees and is responsible for the production of sounds and lights of City Auditorium theatrical light and sound and Amphitheater concert productions and other venues.
9. Seeks theatrical and other performing arts productions for the Edinburg Municipal Auditorium, Amphitheater and other venues.
10. Reads scripts and gives cues for curtain, lights, sound effects and prompting performers.
11. Prepares and organize a calendar of all functions and events of City Auditorium.
12. Assist in cultural events programs and events related to production such as film projection/screening and media related work.
13. Assists in the production of marketing audio/visual materials.
14. Provides advice and assistance with the purchase of additional or replacement of lighting, sound and miscellaneous venue appropriate equipment.
15. Attends technical rehearsals and sound checks, in order to assist in the technical aspects of the mounting the shows/performances.
16. Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facilities in advance of production dates.
17. Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and artists with technical matters.
18. Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show and supervises the implementations of approved technical designs.
19. Transporting equipment from storage to venue.
20. Manages and assists with set and stage construction and management including set up of equipment and production of theatrical sets and flats.
21. Operates and maintains complex lighting, sound, video, aerial work platform, rigging and other technical equipment; collaborates with Information Technology and Communications and Media departments in the operation and maintenance of equipment and execution of collaborative events.
22. Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
23. Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
24. Operates, maintains, and safeguards the technical assets of the theatre, amphitheater, and Cultural Arts venues, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
25. Performs related work and reports as assigned.
 |
| Conditions of Employment: |  1. The applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City's expense.
3. Must have a current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record.
4. Bilingual in English and Spanish required.
 |
| Required Education: | Associate of Arts |
| Education Preference: | Bachelor of Art in Audio Design, Audio and Music Technology or related field. |
| Educational Substitute: | Three (3) years related experience and/or training; or equivalent combination of education and experience. |
| Required Work Experience: | Three (3) years of professional level experience in theatrical and music engineering production. |
| Experience Preference: | Five (5) years of professional level experience in theatrical and music engineering production and related fields. |
| Supervisory Experience Requirement: | Not Applicable |
| Required Knowledge, Skills, & Abilities | 1. Requires a working knowledge of theater production, stage management, sound, and light management as well as safety procedures and practices as applied to theater, concert, and staging production.
2. Work requires regular interaction involving exchange and receipt of information.
3. Employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
4. Advanced computer skills in a Microsoft Windows environment; includes Excel, Word, Publisher, and operate light and sound equipment including digital equipment.
5. Must be familiar with various light and sound equipment, theatrical production, outdoor concert sound and light production.
6. Excellent Customer Service skills.
7. The Production Specialist must be able to communicate in an effective and professional manner with coworkers, customers, residents, and guest performances.
8. Operate and maintain various tools and electric equipment such as lighting and sound systems, public address systems found in theatre production; work from hydraulic aerial lifts or ladder at considerable heights above the ground; perform physical labor; communicate effectively in English and Spanish; follow and give oral and written communications; identify problems and recommend solutions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.
9. Knowledge of principles and techniques of theatre and music production, stage management, sound reinforcement, and stage craft; sound safety procedures and practices as applied to theatre and staging production; variety of construction trades such as electronics and electrical; safety requirements necessary in the operation of stage equipment such as draperies, curtains, counterweight systems, rigging, lighting, and demonstrated knowledge of concepts in design for sound and lighting.
 |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following: * Personal computer
* Copier/Fax Machine
* Printer/Scanner
* Ladders
* Trailers
* Control Boards
* Calibration equipment
* Rigging systems
* Equipment & Cases
* Laminating Machine
 |
| Work Conditions: | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.Frequent exposure to unpleasant environmental conditions and/or hazards. Frequent outside work. |
| Physical Demands: | The job has significant hazards and physical demands. |
| Mental Demands:  | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use ladders and rigging devices; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public. |

|  |
| --- |
| Physical Demands |
| **Environmental Conditions:** |
| **HEALTH AND SAFETY** | **ENVIRONMENT FACTORS** | **PRIMARY WORK LOCATION** |
| Mechanical Hazards |[x]  Respiratory Hazards |[ ]  Office Environment |[x]
| Chemical Hazards |[x]  Extreme Temperatures |[x]  Warehouse |[x]
| Physical Danger or Abuse – upset customers |[x]  Expressing/Exchanging Spoken Word |[x]  Closed Quarters/Crawl Spaces |[ ]
| Fire Hazards |[ ]  Noise  |[x]  Vehicle |[x]
| Explosives |[ ]  Wetness/ Humidity |[x]  Outdoor Environment |[x]
| Communicable Diseases |[x]  Vibration |[x]  Inside Environment |[x]
| Electrical Hazards |[x]  Physical Hazards |[x]  Shop |[ ]
|  |  |  |  |  |  |
| **Visual Acuity:** |
| Near Visual |[x]  Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. |
| Far Visual |[x]  Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. |
| Peripheral Vision |[x]  Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. |
|  |  |  |
| **Physical Activities:** |
| **TASK** | **FREQUENCY** | **PERFORMANCE** |
| N = Never (never occurs) | R – Rarely (less than 1 hour a week) | O = Occasionally (up to 1/3 of the time) | F = Frequently (from 1/3 to 2/3 of the time) | C = Continuously (2/3 or more of the time) |
| Climbing | O | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.  |
| Stooping (bending at waist) | O | Bending body downward and forward by bending spine at waist.  |
| Kneeling (one or both knees) | F | Bending legs at knee to come to a rest on knee or knees. |
| Lifting/Carrying | C | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.  |
| Keyboarding | C | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. |
| Reaching (at or below shoulder level) | O | Extending hand(s) and arm(s) in any direction.  |
| Reaching Overhead | F | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.  |
| Twisting/Turning (rotation) | F | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine.  |
| Handling (manipulated objects) | F | Seizing, holding, grasping, turning or otherwise working with hands.  |
| Standing | C | Remaining upright on the feet, particularly for sustained period of time. |
| Walking | C | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.  |
| Sitting | C | Remaining in a seated position for extended periods of time without being able to leave the work area. |
| Grasping (whole hand activities) | F | Applying pressure to an object with the fingers and palm. |
| Pushing/Pulling | C | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
|  |  |  |
| **Physical Requirements:** |
| **TASK** | **WEIGHTS** | **CHECK IF APPLICABLE** | **PERFORMANCE** |
| Sedentary Work | Up to 10 lbs. |[ ]  Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| Light Work:  | Up to 20 lbs. |[ ]  Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.  |
| Medium Work: | Up to 50 lbs. |[x]  Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. |
| Heavy Work: | Up to 100 lbs. |[ ]  Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. |
|  |  |  |  |
| Authorization:  | I have reviewed this description and understand the requirements and responsibilities of the position.\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Print Name Signature of EmployeeThe above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. |