

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PRODUCTION TECHNICIAN

DEPARTMENT: LIBRARY & CULTURAL ARTS DEPARTMENT

BASIC FUNCTION:

Under general supervision, perform paraprofessional level, technical work supporting a variety of programs and services in library and cultural arts spaces as well as at outreach events in the community. Essential skills include theater and live performance stage direction and sound, lighting, recording and streaming support at a variety of city spaces.

KEY RESPONSIBILITIES:

Program/Event Support

- Technology for programs/events
- Room set up and take down for programs/events
- Outreach set up and equipment support

Shooting and/or editing audio/visual productions for live streaming and recorded viewing.

Operate a variety of audio-visual equipment such as broadcast video camera, still camera, wave form monitor, vector scope, audio board, lighting and recording.

Provide network support for production room audio and video equipment.

Provide stage direction for productions: setting lighting, sound and camera cues and making artistic technical decisions.

Maintain equipment and supply inventories, maintenance and repair schedules, and work with IT to maintain and update system software at all three library facilities.

Stay current on industry standards. Research and recommend equipment purchases, order supplies and equipment and maintain inventory.

Under the leadership and guidance of Programs & Venues Coordinator, facilitate space reservations and rentals Instruct hourly staff in the use and care of equipment.

Perform clerical duties as needed or assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: (may vary depending on assignment)

- Media production services including but not limited to:
 - Use of video switchers
 - Graphics software
 - Live event stage direction
 - Audio and sound mixing boards
 - Light composition
 - Pre & post-production responsibilities for recorded and streaming events
- Current software applications that support live/digital/streaming
- Laptop computers and accompanying software suites
- Camera set-up, operation and lens functions, camera terminology related to camera moves

Ability to: (may vary depending on assignment)

- Communicate effectively with staff, customers and patrons
- Evaluate the need for technical support and staff scheduling for various events and performances
- Work with IT staff to install, maintain, modify and troubleshoot software applications
- Understand audio/video signal flow and the ability to patch and route signals from source to destination
- Correctly adjust and monitor video levels using a waveform, vector scope and time base corrector
- Perform smooth on camera moves including pans, zooms, tilts for in studio, ENG and EFP events. Understand camera phasing and timing.
- Create basic timeline with simple effects in a non-linear/digital environment
- Program and plot a basic 3-camera shoot utilizing appropriate crew instruction
- Execute 3-point lighting set-up for basic interview, field and studio setting
- Execute basic production set-up to include camera, audio, switching, audio and graphics equipment

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to an associate degree from an accredited college or university or equivalent coursework at a technical or vocational school, in theater, video production, communications or Computer Science; and

Two years of progressively responsible related experience that includes use of production and presentation equipment.

SPECIAL REQUIREMENTS

- Possession of a valid Class C California Driver's License
- Work weekends and evenings as assigned

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit for extensive periods at a computer or to perform editing of audio or video systems or material; stand for extended periods of time while utilizing a variety of cameras; transport themselves to various city locations and facilities; lift or carry up to 50 lbs. of equipment independently as well as tables and chairs; push and pull carts to move equipment; reach overhead for supplies and to mount cameras; kneel or crouch to take photos or video and to install equipment; occasionally work at heights to place lighting, cameras and sound equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate camera equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to utilize effective communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, patrons and others encountered in the course of work.

DATE APPROVED: October 4, 2023