

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                      PRODUCTION TECHNICIAN**

**DEPARTMENT:                VARIOUS**

**BASIC FUNCTION:**

Production Technicians perform paraprofessional level, technical work. Underlying skills in theatre, media and or video productions may be utilized in a wide variety of areas throughout the city organization.

**KEY RESPONSIBILITIES:**

Assist in the supervision of staff in the coordination of reservations and room requests for meeting rooms and auditorium and the scheduling of events and performances.

Recruit, train and schedule hourly staff and contractors.

Participate in stage management of productions when necessary, including setting cues, making artistic technical decisions, running lighting and sound boards.

Research and recommend equipment purchases, order supplies and equipment and maintain inventory.

Perform the technical and complex tasks of the work unit including producing, directing, shooting and editing audio and video productions.

Prepare, take and display photographs through various manual and computerized methods.

Operate a variety of audio-visual equipment such as broadcast video camera, still camera, waveform monitor, vector scope, audio board, linear and non-linear editors.

Provide audio, photographic and video support for library and city sponsored activities and events.

Provide network support for production room audio and video equipment.

Execute meeting room, video or theater production set-ups.

Execute administrative functions associated with production and assume roles as production positions dictate.

Continue development of technical expertise in the packages used on the city's systems.

Instruct staff in the use and care of equipment.

Perform a variety of other clerical tasks as minor duties.

Perform related duties as 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.
- Scheduling staff.
- Stage operations including lighting and sound design, audio-visual design and stage rigging.
- Personal computers and software programs.
- Camera set-up, operation and lens functions, camera terminology related to camera moves.
- Logic behind “shooting to edit” to acquire appropriate footage to create a completed piece.
- Insert and assemble editing.
- Composition and lighting needs.
- Functions of video switcher.
- Basic functions of audio board and use of line, microphone levels and equalizer.
- Digital audio applications software.
- Basic operation of character generators and graphics software; input and manipulate information; create and execute simple graphics.
- Steps to prepare for a video shoot and the related responsibilities in the post-production environment.

### **Ability to: (may vary depending on assignment)**

- Communicate effectively with staff, customers and patrons.
- Analyze, evaluate the need for technical support and staff scheduling for various events and performances.
- 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.
- Perform basic switching function on program and effects bus.
- Lead and direct a basic 3-camera shoot utilizing appropriate crew instruction.
- Correctly set, adjust and monitor audio levels.
- 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.
- Execute routine administrative functions associated with production and assume leadership roles as production positions dictate.
- Perform off-line editing in an analog environment.

**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's 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.

**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. Required from time to time to take photographs from aircraft/helicopters.

While performing the duties, employees of this class are regularly required to use 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, Council members and others encountered in the course of work.

DATE APPROVED: Sept. 9, 2003