

City of Rapid City

Job Description

Job Title	The Monument Tech/Production Coordinator, Senior Coordinator		
Job Code:	CCTC/SCTC	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	2/23/2023
FLSA Status:	Non-Exempt		

General Summary: These positions are responsible for providing facility technical and production sound, video, computer graphics, and lighting work utilizing The Monument systems for shows and events; including the programming, operation and maintenance of all communications systems, sound lighting, video production, and visual effects. Hours and shifts will vary.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

The Monument Tech/Production Coordinator:

- Maintains, repairs and inventories all stage lights, spotlights, video and sound equipment both analog and digital, including microphones, speakers, amplifiers and others.
- Sets up and operates house sound systems, LCD projectors and all sports.
- Acts as house technician on large events, such as conventions, trade shows, and sporting events.
- Provides in-house technical production lighting, video, and sound assistance to renters.
- Upgrades and improves sound, video, and light systems. Trains stage crews.
- Cleans and maintains stage area and control rooms.
- Performs stage work, sound, video, and lighting operations pertaining to lessees using the facility.
- Produces, maintains and monitors the audio/visual coverage for events utilizing the various electronic communications systems, including tickers, replay screens, scoreboards, marquees and related equipment.
- Identifies and solves technical programs related to the presentation of events held at the facility.
- Completes necessary reports.
- Performs applicable duties of The Monument Stage Manager in Manager's absence.

The Monument Tech/Production Senior Coordinator: *(in addition to above)*

- Ensures event orders are fulfilled in a timely manner and to satisfaction.
- Responsible for minor scheduling duties.
- Assists with projects such as training, inventory, organization, safety, or other committees or items that may arise.

Qualifications:

Education and/or Experience:

Coordinator: Associate's degree or equivalent from two-year college or technical school in technical theater, stagecraft, product, or related field and four years related experience and/or training experience in the

technical operations of a public assembly facility such as a The Monument, arena, or concert facility, including the repair, maintenance and installation of stage lighting, sound, video production and rigging; or any combination deemed by the hiring authority. **Senior Coordinator:** Associate's degree or equivalent from two-year college or technical school in technical theater, stagecraft, product, or related field and 8 years progressively more responsible related experience and/or training experience in the technical operations of a public assembly facility such as a The Monument, arena, or concert facility, including the repair, maintenance and installation of stage lighting, sound, video production and rigging; or any combination deemed by the hiring authority.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work place is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.