



**City of Rapid City
Civic Center Technician Assistant
Position Description**

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Job Title: Civic Center Technician Assistant
Department: Civic Center
Division: Production
Reports To: Stage Manager
FLSA Status: Non-Exempt

Classification: Union
Grade: Part-time Benefitted
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Prepared Date: December 23, 2017
Approved By: Craig Baltzer
Approved Date: 01.03.2018

SUMMARY

The Civic Center Technician Assistant assists in providing clients with technical and production support in sound, video, computer graphics, and lighting work utilizing the Civic Center systems for shows and events, including the programming, operation and maintenance of communications systems, sound, lighting, video production, and visual effects. Hours and shifts will vary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following, other duties may be assigned:

- Working as part of a team or as an individual completing tasks as assigned with minimal supervision, performs the set-up, run and strike of all events to include performances, rehearsals, concerts, lectures/seminars, banquets, conferences, expos, meetings, receptions, weddings, etc.
- Maintain, repair and inventory all stage lights, spotlights, video and sound equipment both analog and digital, including microphones, speakers, amplifiers and others.
- Set up and operates house sound systems, LCD projectors and allsports.
- Assist house technicians on large events, such as conventions, trade shows, and sporting events.
- Provide in-house technical production lighting, video, and sound assistance to renters.
- Upgrade and improves sound, video, and light systems. Assists in training stage crews.
- Clean and maintain stage area and control rooms.
- Perform stage work, sound, video, and lighting operations pertaining to lessees using the facility.
- Produce, maintain and monitor the audio/visual coverage for events utilizing the various electronic communications systems, including tickers, replay screens, scoreboards, marquees and related equipment.
- Identify and solve technical programs related to the presentation of events held at the facility.
- Complete necessary reports.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Five to ten years of experience in one area of live entertainment/event production (lighting, sound, video, carpentry/fly rail or wardrobe) as a stagehand AND one to three years of experience working other areas of live entertainment/event production as a stagehand.

Communication Skills: Ability to read, analyze and interpret stage plans, drawings, operating manuals and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



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Mathematical Skills: Basic addition, subtraction, multiplication, and division.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual should have a willingness to learn computerized event production equipment including digital sound and lighting consoles and video playback desks.

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

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. 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.

Work Environment: 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 environment is sometimes loud. Also includes moving on uneven surfaces, frequently climbing stairs and ladders, and able to occasionally work at heights and in tight spaces.

Preferred qualifications: Entertainment production related certifications or training will be given preferred consideration. These include: Entertainment Technician Certification Program certification in any of the following – Electricity, Arena Rigging, Theatre Rigging, SynAudCon, SPRAT, InfoComm (CTS, CTS-I, CTS-D), Lodestar, Columbus-McKinnon, OSHA forklift, VariLite, NewTek and Avid.

OTHER SKILLS AND ABILITIES

Demonstrated knowledge of electricity, computerized electronic stage lighting, video production, and sound systems. Ability to operate and repair related systems. Knowledge of related safety precautions and practices. Ability to analyze and solve technical problems.