

Title: Lakeland Center Technician Coordinator
PG: 45
Status: Non-Civil Service
Position Reports to: Lakeland Center Operations Manager
Department: The Lakeland Center

Class Code: 3015
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is supervisory and technical work providing sound and lighting systems for shows and events and the rigging of these systems, props and other theatrical or performance devices. An employee in this classification is responsible for the procurement, operation and maintenance of all communications systems and programs to include sound, lighting and related equipment in the civic center. They will also procure and supervise production crews on an as-needed basis. Work is performed under the general supervision of the Lakeland Center Operations Manager and is reviewed periodically by conferences, reports and results achieved.

ESSENTIAL FUNCTIONS:

1. Performs stage work and sound and lighting operations pertaining to lessees using the premises.
2. Identifies and solves technical problems related to the presentation of events held at the civic center.
3. Provides advice and guidance concerning audio/visual coverage for events and shows.
4. Recruits and supervises production crews as needed for each event.
5. Advises the staff and clients concerning current sound, lighting and rigging technology.
6. Coordinates equipment usage and distribution during scheduled events.
7. Monitors and assists subordinate personnel in the completion of day-to-day work assignments as required.
8. Maintains technical equipment in good repair and has responsibility for its security.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of sound systems and lighting operations in the entertainment industry.
2. Knowledge of theatrical productions including stage shows, concerts, meetings, trade shows and conventions.
3. Skill in the operation and maintenance of sound and lighting systems in a theatrical environment.
4. Ability to work under time restraints.
5. Ability to supervise lower level employees as necessary.
6. Ability to communicate effectively, both orally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

Medium to heavy work that involves walking, standing, stooping, reaching, stretching, pushing, exerting up to 100 pounds of force on a regular basis and lifting 50 pounds occasionally
May be exposed to hot/cold temperatures, fumes, extreme noise levels, heights, electrical shock, moving machinery, traffic, adverse weather conditions, noxious odors, wet, humid conditions
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent
2. Two (2) years of experience in the technical operations of a public assembly facility.
3. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.