JOB DESCRIPTION

Position Title: Events Production Assistant

Classification: F

Supervisor Title: Events Production Department Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Events Production Manager, this position facilitates superior library service to patrons by planning and presenting programs both in person and virtually, providing support to programming staff and public use of physical and virtual event spaces, and providing customer service during events.

Specific responsibilities will be assigned by the Events Production Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Bachelor’s Degree) or experience:
   1. **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
   2. **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
   3. **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
   4. **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
   5. **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.
2. Working knowledge of and experience with projection, sound, and lighting systems.
3. Knowledge of basic video editing, live streaming, and video recording software and equipment.
4. Knowledge of the Americans with Disabilities Act and the ability to ensure equitable access for programs.
5. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.

## ESSENTIAL FUNCTIONS

1. Assists departments in planning, developing, producing, and evaluating in person Auditorium and virtual programs to meet community needs.
2. Provides pre, day of, and post technical support for virtual and in-person events including light, sound, projection, and video editing.
3. Answers and maintains accessibility requests to ensure equitable access for all in person and virtual events and compliance with the Americans with Disabilities Act.
4. Assists in gathering and recording various statistics and maintaining departmental records.
5. Assists the Events Production Manager in collaborating with library, intergovernmental, and community partners on event partnerships and production.
6. Performs basic operation, troubleshooting, and maintenance for Auditorium equipment and tools.
7. Participates in relevant training, continuing education and/or staff development.
8. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with occasional visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers as well as audiovisual equipment related to film showings, presentations, and concerts. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours and their weekly schedule will vary.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and inspects and operates machinery with buttons or a touch pad.
2. Constantly communicates with staff and patrons.
3. Constantly discerns media and microphone audio levels and adjusts as needed.
4. Constantly discerns items near and far to adjust image focus.
5. Frequently moves about building to interact with staff and patrons.
6. Frequently ascends/descends projection booth stairs to operate equipment.
7. Frequently positions self to place or retrieve cables and other items.
8. Occasionally traverses rows of seats.
9. Occasionally transports equipment weighing up to 50 lbs.