Job Description

Position Title: Events Production Department Manager

Classification: K

Supervisor Title: Assistant Director

FLSA Status: 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 direction of the Assistant Director, this position facilitates superior library service to patrons through administration of the Events Production department, overseeing management of all in person Auditorium and virtual event production operations, maintenance of the physical Auditorium space, and management of event support staff.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Master’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **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, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Thorough 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.
2. Thorough knowledge of projection, sound, and lighting systems.
3. Working knowledge of basic video editing, live streaming, and video recording software and equipment.
4. Working knowledge of budget preparation, administration, project planning, and supervisory methods and techniques.
5. Knowledge of the Americans with Disabilities Act and the ability to ensure equitable access for all programming.
6. Five years’ production experience in a performance venue, school, nonprofit organization, library, or related organization.
7. Three years supervisory experience.

## ESSENTIAL FUNCTIONS

1. Oversees in person Auditorium and virtual event production operations, the physical Auditorium space, and other event production services for the   
   Events Production Department including ensuring the budget is being met and that all staff understand their roles and responsibilities in providing programs and services to meet patron needs.
2. Hires, trains, coaches, schedules, disciplines, evaluates, and supervises assigned staff; coordinates and monitors work flow to determine staffing needs.
3. Develops strategic goals, processes, and procedures for the Events Production Department.
4. Prepares and maintains departmental records, statistics and reports.
5. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
6. Actively participates in the management team and management team initiatives by attending department managers and all staff meetings and serving as a liaison between other managerial staff and department staff.
7. Collaborate with library, intergovernmental, and community partners on event partnerships and production.
8. Contributes to planning and goal setting processes for the entire library.
9. Provides pre, day of, and post technical support for virtual and in-person events including light, sound, projection, and video editing.
10. Participates in appropriate local, state and national organizations.
11. Participates in relevant training, continuing education and/or staff development.
12. 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, vendors, 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.