

JOB DESCRIPTION:	Production Tech II		
DEPARTMENT:	Media Technology Resources		
REPORT TO:	Director of Media Services		
EEO CLASSIFICATION:	Technicians	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	610000	DATE APPROVED:	02-SEP-2020
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Responsible for the proper selection, setup, testing, and operation of lights, mics, and other audiovisual equipment.

DUTIES:

1. Provides live sound engineering for various sized performances and venues both indoors and outdoors.
2. Provides lighting design to obtain standard washes and basic specials as needed for indoor and outdoor venues.
3. Responsible for full maintenance of all nonautomated systems and manufacture recommended/guided maintenance of automated systems.
4. Provides supervisor with necessary information to place orders for supplies and equipment.
5. Creates event invoices to be submitted to supervisor for approval and submission to V&EM.
6. Responsible for inventory control and arranging equipment to be transported and used in any WNMU venue.
7. Completes setup and strike of any A/V equipment needed for performances or events.
8. Provides on-site tech support for any person giving a lecture or classroom instruction in a WNMU venue requiring a technician be present by V&EM.
9. Checks all facilities for cleanliness, damage, and security before and after every event and reporting to supervisor or corresponding department.
10. Creates a timeline of events for performers and being a WNMU liaison i.e. arrival, load-in, sound-check, curtain call, house open, show time/intermission, load-out, departure.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Music Production or related field or Associate degree Music Production or related field with 3 years of experience or High School Diploma or GED plus 6 years Music/Theater Production or related field. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Working knowledge of Adobe Creative Suite, Office 365 Suite, live sound reinforcement; highly organized and able to work on multiple projects simultaneously. Customer service oriented.
3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of

individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

4. **Other requirements:**

- a. Requires a valid New Mexico driver's license.
- b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)