

Title: Audio Visual Production Supervisor

Job Code: 8508

Pay Range: 323

FLSA Status: Exempt – Executive/Supervisory

Employee Group: MERC Non-Represented

Established: NA

Revised: July 2016

EEO Category: Officials/Administrators

CLASSIFICATION DESCRIPTION

Oversee the planning, design, development, and execution of audio visual services in event production. Act as technical liaison between Audio Visual Sales Coordinators and the client. Supervise the activities of staff and vendors providing audio visual services to clients.

DUTIES AND RESPONSIBILITIES

1. Designs, plans and executes audio visual production packages for live events.
2. Attends client pre-event planning meetings, day-of coordination, and post event follow-up with Audio Visual Sales Coordinators and Audio Visual Manager on complex events.
3. Performs CAD (Computer Aided Drafting) work to provide plots and renderings of event designs.
4. Assists Sales Coordinators in meeting budget goals and identifies up-selling opportunities.
5. Reviews, verifies and approves equipment and labor for bidding and settlement purposes.
6. Coordinates audio visual equipment, power and rigging requirements of assigned events.
7. Schedules staff and secures equipment with the Audio Visual Services Supervisor for larger events.
8. Coordinates and oversees the work of Audio Visual Leads, Audio Visual Part-Time Technicians and third party vendors during the set-up and strike of assigned events.
9. Determines employee work schedules, duties and methods of work for assigned events.
10. Monitors and reports hours worked by Audio Visual Leads, Audio Visual Part-Time Technicians and third party labor.
11. Supervises Audio Visual Leads and Audio Visual Part-Time Technicians in the absence of the Audio Visual Services Supervisor and Audio Visual Manager.
12. Monitors daily equipment inventory.
13. Analyzes and recommends improvements to equipment, infrastructure and systems.
14. Participates on, and/or leads, various committees, meetings and workgroups.
15. Develops and maintains procedures, standards and processes.
16. Completes assigned paperwork and reports in a timely and accurate manner and maintains computerized, hard copy records, and files.
17. Maintains, and exhibits discretion with, confidential and/or sensitive information.
18. Ensures work is performed in accordance with department policies and procedures, codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

Secondary:

1. Performs as a highly skilled Audio Visual technician.
2. Reviews third party rigging plots and gives approvals or recommendations as needed.
3. Performs rigging inspections.
4. Reviews floor plans to identify potential issues and communicate to work groups.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS**Education/Licensing and Work Experience:**

- Bachelor's degree in communications media, business administration or a related field preferred and
- Four (4) years of experience in the design of audio/visual sets and leading staff in the technical aspects of audio visual equipment installation and operation as they relate to live large event production and
- A current and valid driver's license issued in the state of residence or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Audio and video systems and design
- Rigging practices and techniques

- Building and troubleshooting complex audio visual setups
- Work with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Manage staff and resources in an effective and efficient manner
- Supervise, lead and give direction to staff
- Read and interpret instructions, drawings and/or diagrams
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Communicate clearly and concisely, both orally and in writing
- Work flexible work hours including nights, weekends and holidays
- Electrical, safety and fire codes related to rooms sets and equipment
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Reports to the Audio Visual Production Manager

SUPERVISION EXERCISED

When managing events, this position has full authority to direct the workforce, and initiate disciplinary process, including sending staff home pending investigation and potential discipline. This position provides direction, guidance and coaching to members of the work group. Responsibilities include orienting and training others in applicable policies, procedures and techniques, and providing assistance to management in achieving work group success.

RELATIONSHIPS/CONTACTS

Department management and staff, other employees, vendors, clients, etc.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

A variety of audio and visual equipment, such as computer, laptop, microphone, cameras, monitors, projectors, lighting, phones, radios, and cables and accessories. May use small hand and power tools. Required to operate scissor and boom lifts safely.

WORK ENVIRONMENT

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues and distinguish color; reach with hands and arms; perform repetitive motions of hands and wrist.
- Frequently required to read a computer screen; perform repetitive motions of hands and wrist
- Frequently required to sit for extended period of time; see and/or respond to visual and audio cues.
- Occasionally required to stand and/or walk for extended periods of time.
- Occasionally required to climb and/or balance; stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; work near or around electricity; work near or around moving mechanical parts; exposed to fumes or airborne particles.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.