



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Production Technician</b>
<b>Classification:</b>	<b>Full-Time; Exempt</b>
<b>Compensation:</b>	<b>\$38,000 to \$42,000/year (commensurate with experience)</b>
<b>Benefits:</b>	<b>Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%</b>
<b>Schedule:</b>	<b>Min. 40 hours per week; will be required to work some evenings and weekends, holidays, and special event hours</b>
<b>Reports to:</b>	<b>Production Manager</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

Reporting to the Production Manager (PM), the Production Technician (PT) is responsible for audio, lighting, and video production in our Theater, Educational Center, and ancillary spaces for internal and external programs.

### RESPONSIBILITIES:

- Works with the Production Manager to provide technical and audiovisual production support (sound, lighting, projection, theatrical rigging) for both in-person and online/virtual events for the organization
- Ensures pre-production and production work is done on time and with the highest possible quality standards
- Communicates and collaborates with AST staff and external clients to design, plan, and execute events
- Uses objective analysis to anticipate potential complications; problem-solves under pressure
- Cleans, repairs, and maintains equipment and reports damages to the PM; maintains inventory control of all audio-visual equipment and ensures its orderly storage
- Assures safe work practices and compliance with TXOSHA regulations



### QUALIFICATIONS:

- High School Diploma or Associate Degree with no less than two years' experience in production for lectures, panel discussions, meetings, performances, and tele/videoconferencing
- Demonstrable experience with theatrical lighting, live sound, and staging used in the performing arts (dance, music, and theater)
- Proven skills and experience in operating video and other streaming media equipment
- Computer proficiency for both PC and Mac
- Knowledge of safety requirements and standards related to production support

### PERSONAL CHARACTERISTICS:

- Excellent interpersonal skills to work with a wide variety of colleagues, performers, speakers, rental clients, and customers.
- Well-developed ability to multitask; measured disposition
- Problem-solves and handles unexpected changes well, especially under pressure
- Self-starter, detail-oriented, organized, and committed to accuracy and timelines
- Demonstrates a high level of ethics and integrity

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

### RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

### HOW TO APPLY:

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

\*COVID-19 vaccination is required.



*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*