



Asia

Society
Texas Center

JOB DESCRIPTION

Job Title: Production Technician
Reports To: Production Manager
Classification: Part-Time/Non-Exempt
Work Schedule: Average 10 hours per week; will be required to work evenings, weekends, holidays and special event hours

Organizational Summary:

With 13 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

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

Responsibilities:

- Provides support to the Production Manager as technical point person so pre-production and production work is done timely and with the highest possible quality standards in mind
- Sets up audiovisual equipment as directed by the PM
- Skillfully runs video, audio, and signal testing
- Problem-solves and handles equipment malfunctions well, even under pressure
- Under the supervision of the PM, executes a flawless event from a media standpoint
- Cleans and maintains equipment and is tasked with reporting damages to the PM
- Uses objective analysis to spot issues and eliminate them before an event
- Repairs electronic equipment as needed
- Assures safe work practices and compliance with TXOSHA regulations. Alerts the PM about potentially unsafe conditions.

- Maintains inventory control of all the equipment and ensure its' orderly storage Works closely with the facility staff to execute events as planned and adapt to changes in audio-visual needs
- Stays on top of the latest technology models and trends

Qualifications:

High School Diploma or Associate Degree with experience of no less than two years in live preparation and production for lectures, panel discussions, meetings, performances, and tele-/videoconferencing. Excellent interpersonal skills to work with a wide variety of colleagues, performers, speakers, rental clients and other customers. Well-developed ability to multitask and measured disposition, maturity and professionalism.

Requirements: Demonstrable experience with theatrical lighting and staging used in the performing arts (dance, music and theater). Proven skills and experience in operating film, video and other streaming media equipment. Advanced computer proficiency (PC and Mac). Ability to trouble-shoot and resolve problems as they arise. Knowledge of safety requirements and standards related to production support.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is also required to stand and walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Please send resumes to:

Please email your cover letter and resume indicating position and salary requirements to:

HRDept@AsiaSociety.org

Indicate job title in the subject line.

Resumes without cover letters will not be accepted.

No phone calls, please.

Only those candidates considered for an interview will be contacted.

Please regard your resume as having been received unless your email is bounced back