

Job Title: Digital Media/Stage Lighting/Sound Specialist **Wage/Hour Status:** Exempt
Reports to: Director of Fine Arts **Pay Grade:** 101
Dept. /School: Fine Arts **Date Revised:** October 28, 2024

Primary Purpose

Manage and oversee District and other facilities, to include equipment, for all Fine Arts events, with a primary focus on stage lighting, sound equipment, digital media, and production.

Qualifications

Education/Certification

Bachelor's Degree and Two (2) years related experience
OR
High School Diploma/GED and Five (5) years related experience
Valid Texas Driver's License
Must be insurable by the District's auto liability insurance carrier

Special Knowledge/Skills

- Knowledge in professional audio systems and professional theatrical lighting to include DMX and MPX protocol
- Ability to analyze and prioritize information to make appropriate recommendations
- Ability to develop, coordinate and implement multi-faceted plans
- Effective organizational and interpersonal skills.
- Proven reliability, diligence, dedication and problem solving and good work ethics
- Good written and verbal communication skills
- Exceptional project management, critical thinking and leadership skills
- Basic knowledge of audio visual (A/V) repair techniques and maintenance
- Ability to safely operate and lift heavy equipment
- Ability to read, write, speak and understand English

Major Responsibilities and Duties

1. Manage, organize, deliver and set-up multimedia, A/V and communication systems/equipment for District facilities.
2. Retrieve, inspect, and maintain equipment in good operating condition.
3. Assist in development, implementation, and maintenance of policies, objectives, and short- and long-term planning of events.
4. Manage Fine Arts facility use request for District-wide Departmental events.
5. Develop tracking and evaluation programs and metrics to assist in accomplishments of established goals.
6. Maintain proficiency of interactive whiteboard/interactive display use and installation; media streaming to include media control equipment, televisions, video modulators, network-controlled video devices and digital/analog broadband equipment; audio streaming, digital/video conferencing, interactive communication systems, and emerging technology equipment and systems.
7. Maintain website and social media for fine arts.
8. Supervise and manage workload of pro-techs for all District events.
9. Provide trouble shooting, support and design, and audio, video and communication equipment solutions.
10. Responsible for securing, assigning and safeguarding fine arts auditorium equipment.
11. Responsible for live video production.
12. Responsible for publishing online, broadcast, and digital media.
13. Maintain knowledge of networks, hardware (Mac, Windows, and Chrome) and software problem solving.
14. Provide efficient technical support and training for end users and staff.

- 15. Provide campus-based and District-wide support of events with sound systems, screens, video streaming, and personalized solutions.
- 16. Train and manage personnel to run sound/light equipment, curtains, and other technical equipment during events.
- 17. Supervise maintenance in replacing lamps and/or focusing lighting equipment (catwalk, electrical, and backstage).
- 18. Supervise the usage of electronic computerized sound/light equipment in the control booth.
- 19. Ensure restriction of sensitive areas in the auditoriums such as the catwalk and high-voltage lighting equipment.
- 20. Create pre/post assessment of auditoriums to check for damages.
- 21. Obtain, creates, and provides monthly, semester, and annual statistical reports and data.
- 22. Provide excellent customer service skills and maintain a professional appearance.
- 23. Participate in professional development activities as required by the District.
- 24. Follow established safety procedures to perform job duties; supports District/department goals.
- 25. Maintain a professional code of ethics.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Multimedia, A/V and communication systems/equipment

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent standing and sitting, continuous repetitive hand motion, occasional lifting of up to 75 lbs. occasional pushing/pulling of media, light and sound equipment, piano and stage/risers; Work schedule may fluctuate based on District needs.

Terms of Employment

226 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

160701 Digital Media/Stage Lighting/ Sound Specialist

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.