



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EVENTS CENTER TECHNICIAN II	31	C	9.434
EVENTS CENTER TECHNICIAN I	27	C	9.437

SERIES CONCEPT

Direct and participate in the setup and removal of furnishings, fixtures and equipment used to host events such as sporting events, ice shows, rodeos and concerts at an indoor arena.

Set up basketball floor, back board units, scoreboards, retractable bleachers, manual and computer-based lighting systems, sound and audiovisual equipment including television monitors and satellite communication system, and flexible stages for a variety of events.

Operate and maintain truss systems and other riggings and make minor stage and equipment modifications.

Supervise, train and direct the work of laborers as required by the size and nature of the event.

Maintain, repair, store and ensure the security of stage equipment, props and tools; order supplies, parts and tools as needed.

Clean and maintain tools and equipment to preserve their usefulness and establish and/or adhere to preventive maintenance schedules for stage equipment, forklifts, electric carts, props and tools.

Ensure compliance with fire regulations and safety procedures.

Perform related duties as assigned.

CLASS CONCEPTS

Events Center Technician II: Under general supervision, incumbents perform skilled technical work in the setup and removal of a variety of complex staging devices used to host events at a major events arena. They also confer with events sponsors to gather information regarding events, labor and technical needs; schedule and conduct training classes pertinent to safety procedures, equipment handling, maintenance, repair and techniques used in the setup and striking of events; attend rehearsals and performances to identify and solve problems and ensure adherence to fire regulations and safety procedures; and supervise permanent and temporary staff.

This class is distinguished from the lower level by additional responsibility for a greater diversity and frequency of events; greater supervisory responsibility; and higher level knowledge, skills and abilities.

Events Center Technician I: Under general supervision, incumbents perform semi-skilled work in the setup and removal of staging equipment in an arena, set up meeting rooms, and provide work direction to temporary laborers.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

EVENTS CENTER TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of skilled work experience in setting and striking sets at a major events center with sophisticated sound and lighting systems. One year of this experience must have included coordinating the work of others in the setting and striking of sets; **OR** two years of experience as an Events Center Technician I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: methods and techniques of setting up, operating and removing sound, lighting, props and other stage equipment; lighting, sound, audiovisual and stage equipment associated with a major events center. **Working Knowledge of:** safety procedures associated with events center equipment and machinery; events production used in setting up indoor arenas. **Ability to:** direct and organize the work of lower level staff; set up and strike sets for a broad variety of events; perform effectively under demanding time schedules; train and supervise employees in the safe use of machinery and equipment used in an events center; read blueprints and schematic drawings; work odd shifts and fluctuating hours; operate and maintain a variety of tools and equipment used to construct, install and remove events center staging, rigging, seating, flooring and sound, light and audiovisual systems; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: principles and techniques of supervision. **Ability to:** troubleshoot and repair malfunctions in electronic systems and computer-based lighting systems; establish effective working relationships with co-workers, university personnel and the general public.

EVENTS CENTER TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of semi-skilled experience which involved setting and striking sets at an events center of small scale, one year of which included coordinating the work of others in setting and striking sets; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods and techniques of setting up, operating and removing sound, lighting, props and other stage equipment. **Ability to:** organize and direct the work of laborers; instruct and oversee workers in the safe use of machinery and equipment used in an events center; operate and maintain a variety of tools and equipment used to construct, install and remove events center staging, rigging, seating, flooring and sound, light and audiovisual systems; operate and maintain tools and test instruments used to install and monitor electronic equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: lighting, sound, audiovisual and stage equipment associated with a major events center; safety procedures associated with events center equipment and machinery. **Ability to:** troubleshoot malfunctions in electronic systems and computer-based lighting systems; oversee public use of events center facilities; ensure security of events center equipment.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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