

**Killeen Independent School District
Job Description**

Job Title: Production Assistant
Department: Public Information Office
Reports To: Coordinator for Public Information
FLSA Status: Non-exempt, 260 days

SUMMARY

Assists in the operation of the high school auditoriums and prepares all auditoriums for video productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Helps operate and maintain the high school auditoriums.

Prepares all auditoriums for video productions to include focus lights, set sound, and facility preparations.

Assists the Fine Arts staff (band, choir, and theater teachers) in the operation of the auditoriums.

Maintains all operation, safety, training and maintenance logs for the auditoriums.

Helps produce school videos as needed.

Assists in any off-district property productions.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to read and understand diagrams, schematics, and blueprints.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a current drivers license.

OTHER SKILLS AND ABILITIES

Basic knowledge of installation, operation, and maintenance of video systems, including recording, editing, and video projection; lighting systems, equipment, and procedures; theater rigging systems, rigging equipment and procedures; audio equipment including large mixers, recording and dubbing equipment, various microphones and speakers. Working knowledge of video and video production techniques.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to 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 frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Personnel Specialist

Prepared Date: April 6, 2004

Revised By: John Paradice, Auxiliary Personnel Specialist

Revised Date: November 29, 2005

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