



Overhire Production Technician

Job summary:

Shumaker PDT's Overhire Crew consists of Overhire Production Technicians with a variety of experience and technical knowledge. The Overhire Production Technician positions provide on-site support for events and lead or participate in event load-ins, show calls and strikes.

Duties and Responsibilities:

Provide on-site support for events:

- Work with Project Leads to understand on-site requirements ensuring responsibilities are understood.
- Duties may include: loading and unloading vehicles, driving vehicles if qualified, checking and clearing event grounds, checking equipment in, installing and removing equipment and decor, and operating audio/video/lighting equipment if qualified.
- After being trained on Shumaker PDT's policies, procedures and standards, certain Overhire Production Technicians may occasionally act as the Project Lead, a Department Head, or in another capacity, as assigned, on event load-ins, show calls and strikes if their skillsets are sufficient as observed by the Crew Coordinator and Staff Supervisor ("CCSS") as well as by other members of Shumaker PDT's staff.
- Maintain a focus on safety and service excellence. Complete projects with quality and integrity in line with Shumaker PDT's values.
- Communicate any problems encountered on-site and obtain resolution from the Project Lead or Project Manager in a timely manner.
- When acting as the Project Lead or a Department Head on-site, communicate with the Project Manager prior to the event to ensure the details of the job are understood and instruct on-site crew clearly and efficiently.
- Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
- Verify functionality of equipment and troubleshoot problems as necessary and set equipment up and operate it in accordance with current safety practices and standard operating procedures.
- Provide support as requested to ensure a smooth running event.
- Notify Project Lead of any equipment problems.

Other:

- Follow Company procedures and enforce Company standards so that all clients enjoy exceptional service and Shumaker PDT's standard of excellence is upheld.
- Assume other activities from time to time as directed by the CCSS.
- When in a Project Lead or Department Head position, complete all necessary post-job paperwork.

Education and Experience:

- 1+ years of event production, artistic work and/or construction experience preferred.
- Well-developed people skills.

Personal Characteristics:

- Solid communication skills (both oral and written) to all levels of the Company as well as to clients.
- Well-developed interpersonal skills; gets along with diverse personalities; tactful and mature.
- Strong time management skills.
- Able to self-prioritize workload and self-motivated.
- Has a can-do attitude and understands the need to provide quality work in a timely manner.
- Flexible, team oriented personality.
- Strong problem solving and reasoning abilities.

This is an as-needed non-exempt position. Hours are not guaranteed and jobs are assigned on a first come/first served basis.

Reports to the Crew Coordinator and Staff Supervisor.

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	1+ years of event production experience preferred.
Knowledge/Skills:	Computer skills: email. Knowledge of equipment used and ability learn new skills and about new equipment.
Attendance:	Predictable attendance.
Other:	Ability to work closely with others. Must be 18 years of age or older.

Position Requirements

Essential Functions / Tasks:	Requirements:
Physical:	
Vision	Ability to read and to distinguish color for quality control.
Hearing	Hearing required to hear machinery & staff.
Sense of Smell	Not Applicable.
Gripping	Pick up tools and equipment and other products.
Lifting	Up to 65 pounds frequently.
Stooping	Stoop and maneuver to pick up equipment on site and off trucks.
Squatting	Squat and maneuver to pick up equipment on site and off trucks.
Push/Pull	Carts/racks weighing up to 500 pounds unassisted.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate department equipment.
Carry Objects	Ability to carry objects weighing up to 65 pounds.
Sitting	Short periods of time while traveling to an event.
Walking	Short distances to load and unload equipment
Standing	Prolonged standing.
Work environment	Ability to work in all weather conditions..
Climate	Ability to work in all weather conditions.
Mental & Psychological Demands:	
Comprehension	Understands and retains directions.
Reading/Writing	Good reading / writing skills.
Speaking	Communicate effectively with all levels of people - inside and outside the Company.
Decision Making	Use solid troubleshooting and problem-solving techniques.
Attention to Task/Detail:	
Critical Thinking Skills	Ability to organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
Interaction with Others:	
Customer Service	Ability to deliver superior service to both staff and clients reflecting Shumaker's mission.
Co-workers	Work cooperatively with co-workers.