



JOB DESCRIPTION

Job Title:	Production Technician
Classification:	Full-Time; Exempt
Compensation:	\$38,000 to \$42,000/year; commensurate with experience
Benefits:	Paid time off, health insurance, employment retirement contribution of 5% of annual salary plus additional match of up to 5%
Schedule:	Min. 40 hours per week; will be required to work some evenings, weekends, holidays, and special event hours
Reports to:	Production Manager

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

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

RESPONSIBILITIES:

- Provides high-efficiency and quality support to the Production Manager for setup, event execution, and restoration of spaces.
- Communicates and collaborates with AST's Facilities and Programs staff as well as external clients to design, plan, and execute events.
- Assesses system diagnostics and troubleshoots challenges to offer optimized event support.
- Helps PM set up and break down audiovisual equipment.
- Cleans, maintains, and repairs equipment and is tasked with reporting damages to the PM.
- Maintains inventory control of all audio-visual equipment and ensures its orderly storage.

PERSONAL CHARACTERISTICS:

- Excellent interpersonal skills with the ability to work with a wide variety of colleagues, performers, speakers, rental clients, and customers.
- Well-developed ability to multitask with good time-management skills.
- Problem-solves and handles unexpected changes well, especially under pressure.
- Thrives in a fast-paced environment.
- Ability to troubleshoot and creatively resolve problems as they arise.
- Knowledge of safety requirements and standards related to production support.



QUALIFICATIONS:

- High school diploma, associate, or bachelor's degree (preferred) with no less than two years of experience in live production, including but not limited to: lectures, panel discussions, meetings, performances, and tele/videoconferencing.
- Demonstrable experience with theatrical lighting, live sound, and staging used in the performing arts (dance, music, and theater).
- Proven skills and experience in operating video and other streaming media equipment.
- Computer proficiency (PC and Mac) including QLab, Reaper (or DAW), Mixing Station, and MS Office products (Outlook, PowerPoint, Word, etc.). Experience with DANTE system is a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.