NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.

OFFICIAL POSITION DESCRIPTION

Position Title:	Production & Digital Media Technician
Department:	Production & Events
Reports To:	Director of Production & Events
Supervises:	None (Non-Supervisory Role) — may provide ad hoc technical direction to contracted engineers/technicians during production and event recording sessions
FLSA Status:	Non-Exempt
Employment Type:	Full-Time, Regular (W-2 Employee), Non-Exempt — Hourly
Pay Range:	$25.00 – $30.00 per hour, commensurate with experience

■ ORGANIZATION OVERVIEW

The New Orleans Jazz & Heritage Foundation is a nonprofit organization dedicated to celebrating and sustaining the vibrant cultural heritage of New Orleans and Louisiana. Its assets include the New Orleans Jazz & Heritage Festival, WWOZ 90.7 FM, the Jazz & Heritage Archive, and the George & Joyce Wein Jazz & Heritage Center. The Foundation supports year-round programming through community events, grant-making, arts education, and small business development initiatives that uplift local artists and preserve regional traditions.

■ POSITION SUMMARY

The Production & Digital Media Technician works with the Production Manager and fellow staff to ensure that the equipment, systems, and facilities of the George and Joyce Wein Jazz & Heritage Center are properly maintained, and that all public events of the Foundation are staged in a professional and engaging manner. This position combines technical production skills — audio, video, lighting, recording, and event production — with digital media and archival preparation experience.

The Production & Digital Media Technician takes a hands-on role in the maintenance and operation of Jazz & Heritage Center equipment, assists the Production Manager in overseeing technical production for public presentations, and maintains and catalogs the digital media assets generated by Foundation programs, preparing them for delivery to the Jazz & Heritage Archive. This is a technical, behind-the-scenes position requiring creative problem-solving and a flexible schedule that includes both set office hours and event-based hours, including evenings and weekends.

■ ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties represent the primary responsibilities of this position. This list is not exhaustive; other duties may be assigned. The percentage of time allocated to each functional area is approximate and may vary based on organizational priorities.

Functional Duty Area	Est. % of Time
Technical Production & Event Support	35%
Facility, Systems & Equipment Management	25%
Recording, Videography & Digital Asset Documentation	20%
Heritage School of Music & Education Program Support	10%
Rentals & External Client Technical Liaison	10%

1. Technical Production & Event Support (35%)

- Provide technical support — sound, lights, recording, video/audio capture and broadcast — for all Foundation programs and events held at the Jazz & Heritage Center, including festivals, concerts, educational workshops, and media events.
- Assist the Production Manager in overseeing the technical production of public presentations, ensuring presenters, performers, and audience members experience a seamless, stress-free presentation.
- Provide technical support for events at the Jazz & Heritage Center whether Foundation-produced, partner programs, or outside rental events.
- Serve as technical liaison between the Foundation and rental clients to ensure production requirements — sound, lights, projection, video/audio capture or broadcast — are met.

2. Facility, Systems & Equipment Management (25%)

- Take responsibility for the proper use, care, and maintenance of all audio, lighting, video, and technology-related equipment used during Foundation programs and events.
- Oversee the proper use and maintenance of Foundation assets, including sound and light systems, recording systems, video systems, and instruments/amplifiers.
- Manage Jazz & Heritage Center facilities, systems, and equipment across audio/video, recording, and information technology.
- Take a participating role in monitoring, maintaining, and troubleshooting all Jazz & Heritage Center systems.

3. Recording, Videography & Digital Asset Documentation (20%)

- In collaboration with the Production Manager, ensure Foundation programs, events, and activities are properly documented in video and/or audio formats, facilitating recording and any broadcasts.
- Maintain inventory of digital media assets generated by the Jazz & Heritage Center.
- Oversee that all video and media assets of Foundation programs and activities are transferred to the Jazz & Heritage Archive in a timely manner, including proper documentation.
- In consultation with the Production Manager, manage the use of the Jazz & Heritage Center for recording and videography projects, including operating sessions, supervising contracted engineers and technicians, and opening/closing the facility.

4. Heritage School of Music & Education Program Support (10%)

- Working with the Production Manager and Director of Heritage School of Music, ensure the facility is adequately set up and operated for the Heritage School of Music and other Foundation programs.
- Coordinate seating, music stands, audio and video equipment, instruments and amplifiers, and other supplies needed to configure the Jazz & Heritage Center for educational programming.

5. Rentals & External Client Technical Liaison (10%)

- Serve as the on-site technical point of contact for outside groups renting the Jazz & Heritage Center.
- Coordinate technical requirements and equipment needs with rental clients and partner organizations to ensure successful events.

Additional Duties

Performs other duties as assigned by the supervisor. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

■ QUALIFICATIONS

Required Education & Experience

- Minimum of three (3) years of experience in event production.
- Working knowledge of professional audio, lighting, and recording systems, musical instruments, and amplifiers.

- Proficiency with Microsoft Office tools (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.

Preferred Education & Experience

- Experience as an A1 or A2 audio engineer.
- Experience as a lighting designer.
- Experience as a videographer.
- Experience with information technology.
- Working knowledge of ProTools sound recording software.
- Three (3) years of experience working in nonprofit organizations.

Required Knowledge, Skills & Abilities

- Strong technical troubleshooting ability across audio, video, recording, lighting, and information technology systems.
- Ability to work independently with a high degree of ownership over facility and equipment readiness ("first one in, last one out").
- Creative problem-solving skills under live-event conditions.
- Experience maintaining a building and its technical systems.
- Ability to work a flexible schedule, including set office hours and event-based evenings and weekends.
- Strong interpersonal skills to serve as a technical liaison with rental clients, partners, and Foundation staff.
- Attention to detail in cataloging digital assets and documenting rights agreements for Archive transfer.
- Passion for the music and culture of Louisiana and enthusiastic support of the Foundation's mission.

■ PHYSICAL REQUIREMENTS

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, consistent with the Americans with Disabilities Act (ADA) and applicable state law.

- Prolonged periods of standing, walking, and moving throughout the Jazz & Heritage Center during setup, events, and breakdown.
- Ability to lift, carry, and move audio/video equipment, staging, and instruments up to 50 pounds, including occasional team-lifting of heavier equipment.
- Ability to climb ladders and work at heights to rig lighting and audio equipment.
- Ability to work in environments with varying and elevated noise levels.
- Ability to work flexible hours, including evenings and weekends, based on the Foundation's event schedule.

■ WORK ENVIRONMENT

This position is based on-site at the George and Joyce Wein Jazz & Heritage Center, with a schedule combining set office hours and flexible, event-based hours including evenings and weekends. The role involves regular technical event production work and occasional outdoor festival environments.

■ EMPLOYEE BENEFITS

The New Orleans Jazz & Heritage Foundation offers a comprehensive benefits package to full-time employees, including:

- Paid Time Off (PTO) — Generous PTO accrual to support personal well-being.
- Health Insurance — Coverage through Blue Cross Blue Shield, including wellness visits and telemedicine.
- Dental & Vision Plans — Affordable options for preventative and major care.
- Health Savings Account (HSA) — Foundation contributes annually to assist with out-of-pocket medical costs.

- Life & Disability Insurance — Basic life and AD&D coverage provided, with options for additional supplemental coverage.
- Retirement Plan — Foundation-sponsored retirement savings plan.
- Paid Parking.

■ HOW TO APPLY

Apply online at https://recruitingbypaycor.com/career/JobIntroduction.action?id=8a7887bca18473a201a1c2805c660e30&source=Company+Website.

■ STATEMENTS OF DISCLAIMER & COMPLIANCE

Equal Employment Opportunity: The New Orleans Jazz & Heritage Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.

ADA Notice: The Foundation is committed to providing reasonable accommodations to qualified individuals with disabilities. Employees or applicants requiring accommodation should contact Human Resources.

At-Will Employment: Employment with the New Orleans Jazz & Heritage Foundation is at-will. Nothing in this job description creates or implies a contract of employment, express or implied, for any specified period of time.

FLSA Review: This position classification is subject to annual review or review upon material change in duties. Any reclassification will be conducted in compliance with applicable federal and state wage and hour laws.

This job description does not constitute an employment agreement and is subject to change by the employer as the needs of the organization and requirements of the job change.