

TECHNICAL DIRECTOR

Why work at The GRAND?

The GRAND is a non-profit organization committed to supporting our local arts community and our mandate to be Calgary's Contemporary Culture House.

In addition to its theatre productions and support of the arts, The GRAND property is also well positioned for rentals, hosting and curating events such as corporate functions, corporate parties, fundraisers, weddings, music, comedy, fashion shows and similar events related to the community.

Through challenging economic times and the COVID-19 pandemic, The Board of The GRAND has been working diligently on preparing a path forward for The GRAND to ensure we are a sustainable foundation for curating the arts in Calgary.

To make this happen, we are building a talented team of people who are passionate about our local arts community and possessing key skills needed to lead us forward. We're incredibly proud of our team and their commitment to the arts community in Calgary. [Learn more about The GRAND at our website.](#)

How do you fit in?

The Technical Director has the primary responsibility for management of all technical and production elements of the GRAND's activities, ensuring the smooth and safe operation of the technical aspects of all productions and events created or presented in the building. This position maintains a high level of artistic integrity, safety and appropriate working environment for artistic and production personnel. The Technical Director works to support the maintenance and improvement of the capital facility with specific attention to the theatre spaces and equipment therein. The position supervises all production related and technical staff, including designers, IATSE crews, contract technical directors, props, wardrobe labour, and digital production elements.

Time commitment

Presently this is a part-time role and allows for flexibility to individuals with other work commitments.

Compensation

To be determined based on experience.

Responsibilities

The primary responsibilities of The GRAND's Technical Director are:

STAFFING, TRAINING AND COMMUNICATION

- Act as staff supervisor for all GRAND Theatre technical staff, specifically Head Technicians, in addition to contracted production and creative team members, staff, IATSE Technicians, and volunteers.
- Responsible for the recruitment, scheduling and supervision of all technical staff
- Provide annual performance reviews and ongoing feedback for all reporting staff and contractors.
- Ensure that all production personnel are well trained, versed in and compliant with current safety practices and legislation. Ensure ongoing technical safety training.
- Maintain a clean, safe and secure working environment.

Employment Opportunity

- Report all accidents/incidents immediately to the General Manager. Abide by all company rules and bylaws as detailed in Human Resources policies.
- Ensure that internal communications are as efficient as possible and contribute to the overall effectiveness of the team.
- Attend and participate in relevant internal meetings, team meetings, and production meetings.
- Be the primary onsite contact/liaison/representative of The GRAND during events when technical staff are on call.

PRODUCTION COORDINATION

- Ensure the coordination of all production elements and technical resources for productions, presentations, rentals and potential touring presentations.
- Oversee all production meetings with clients and The GRAND staff. Liaise with designers and directors in consultation with the Artistic Director and House Crew.
- Negotiate production personnel contracts, including but not limited to, designers, stage managers, heads of departments, etc.
- Provide technical assistance and orientation to rental companies.
- Plan and maintain the production schedule for each show and schedule build times for carpentry, prop and wardrobe shops and stage crews.
- Supervise and manage set constructions and production design costing.
- Plan and execute digital production and live streaming events.

BUDGETING

- Prepare production budgets, management and monitoring of accurate expenditures and ensuring adherence to production, staffing, and maintenance budgets.
- Manage the overall technical operations budget.
- Oversee all production-related accounts payable and expense reports.

EQUIPMENT MAINTENANCE AND INVENTORY

- Oversee the technical equipment of the theatre (rigging, lighting, sound, stage).
- Coordinate an efficient production equipment maintenance program and safety program.
- Cost and negotiate prices with vendors and rental agents for various equipment and repair.
- Oversee the day-to-day and ongoing maintenance of the theatre facilities (specifically the theatre and artist spaces ie. green rooms), including the inventory therein.
- Maintain accurate and up-to-date inventory lists of all technical equipment owned by the theatre.
- Maintain accurate and up-to-date purchase/upgrade wish list(s)
- Maintain accurate and up-to-date maintenance task lists by department.

POLICIES AND STANDARDS

- Set technical policies and standards for the operation of the theatre.
- Stay informed and updated about the latest developments in technical aspects of theatre.

Experience and Education Requirements

- Industry experience.
- Post-secondary education, preferably in the arts, is considered a strong asset.
- Intermediate skills in Microsoft Outlook, OneDrive, Word, PowerPoint and Excel.

Soft skill set requirements

- Confident, detail orientated and enthusiastic team player with superior interpersonal, communication and organizational skills.
- Flexible and able to manage multiple priorities, regularly taking on new responsibilities.
- A proactive multi-tasker, and are adept at forging relationships within the community and with all internal and external stakeholders of The GRAND.
- Ability to work independently.
- Ability to interact effectively with different personality types.
- Takes initiative and goes the extra mile, supporting the team with needed tasks no matter how small, with a positive attitude and image at all times.

Where you'll be working

This position involves on and offsite work within the GRAND facility located at 608 1 St SW in Calgary

Ready to join our team?

To apply, submit your resume and cover letter in confidence to:

Erynn Lyster

Interim General Manager

erynn@thegrandyyc.ca

Please submit all applications by April 9 at 4:30pm.

The GRAND is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. The GRAND is committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. The GRAND invites candidates who may require assistance during the application and/or hiring process, to let us know and we will work with them to meet their needs.

We appreciate your interest in working with us, but only those applicants selected for interviews will be contacted.