

## Job Posting

### Assistant Technical Director

Theatre Calgary is seeking an exceptional individual to fulfil the role of Assistant Technical Director. The successful candidate will work collaboratively with the Production team to help manage the technical requirements needed to mount shows throughout the season in the Max Bell Theatre as well as other venues.

The Assistant Technical Director reports directly to the Production Manager and Technical Director. The successful candidate will have excellent technical and communication skills and will exhibit a keen interest and ability to work as a part of a dynamic team environment.

Theatre Calgary operates as a certified Union House with IATSE 212, is a Category “A” venue with CAEA, and is a signatory to the Canadian Theatre Agreement (CTA). Theatre Calgary is also a member of the Professional Association of Canadian Theatres (PACT).

We are the resident company in the Max Bell Theatre in the Arts Commons complex, on a 55’ wide by 40’ deep proscenium stage, featuring a 51-lineset single purchase counterweight fly system. The stage is typically used for theatre and dance presentations, for an audience of up to 750 patrons. The seasons are structured with 7 shows spanning from August through June, including both straight plays and musicals. There may also be rentals from outside groups when Theatre Calgary is not active on the Max Bell stage. Four weeks are provided each summer for maintenance and repairs.

#### Duties and responsibilities

- Support the Production Department as a whole, particularly the Technical Director and Production Manager, in the efficient management and operation of the department.
- Costing, sourcing, and procuring supplies and materials for the various production departments throughout the season.
- Assisting the Technical Director in producing CAD plans and construction drawings, rigging plans, production schedules, and other production paperwork as assigned.
- Assisting the Technical Director in the scheduling and supervising of house and casual crew for the timely and successful advancement of productions.
- Assume the lead technical responsibility for assigned productions, such as those produced in outside venues.
- Manage and maintain various equipment and inventories not overseen by a specific department.
- Assist with Research and Development of unique production challenges, such as complex stage effects and automation.
- Various other production tasks as assigned by the Production Manager and Technical Director.

#### Experience and Qualifications

- A collaborative, creative, and strategic thinking individual with experienced knowledge of theatre production and technical equipment.
- Self-directed, able to identify and undertake a task with limited direction or information.
- Strong communication, organizational and project management skills; ability to switch focus and juggle competing priorities and requests.
- Positive attitude and comfortable working in dynamic and collaborative environments.

- A strong proficiency in drafting with CAD (particularly Vectorworks)
- 3+ years of work experience on a professional theatre stage.
- Familiarity working under a union contract or working with unionized crew; particularly IATSE.
- Strong knowledge of office software (Outlook, Word, Excel)
- Class 5 driver's license with clean abstract, ability to drive a pickup truck / rental 3-5 ton and comfortable securing irregular loads.
- Ability to lift heavy objects, such as in and out of a pickup truck.

Qualifications that would be an asset:

- Post-secondary education in a technical theatre program (or equivalent).
- Prior experience in a TD or ATD role.
- Knowledge of theatrical rigging, fly house operation, stage automation, lighting, sound, video, scenic/props construction, scenic paint, and/or special effects.
- Knowledge of Adobe Suite (InDesign, Photoshop etc.).
- Familiarity with project management tools (such as Asana).
- Familiarity with cloud-based office systems (such as Microsoft SharePoint or Google Workplace)

### **Working Conditions**

This role will be a full-time permanent salaried position, will require weekend and evening work, and weeks in excess of 40 hours at various times throughout the season. Employees are strongly encouraged and supported in finding appropriate times to balance their hours.

Conditions may include working alone, working at heights, lifting in excess of 50lb, frequent use of stairs, driving of company vehicles (owned and rented), and working in low-light environments. Occasional travel outside of the city may be required.

### **Salary, Benefits, Additional Information**

#### Salary Range:

\$52,000 - \$56,000 per year based on experience, paid semi-monthly.

#### Benefits:

After an initial 3-month probationary period employees will be eligible to join Theatre Calgary's group RRSP plan with employer matching, and a comprehensive healthcare benefits program. Theatre Calgary also offers unlimited PTO at the start of employment, a hybrid work-from-home policy, dog-friendly office, monthly cell phone stipend, and complimentary tickets to all productions.

Relocation Assistance will be provided for a successful candidate that does not currently reside in Calgary, AB.

Please note that parking is not provided for Theatre Calgary employees. A secure bike cage is available in the building parkade, and multiple forms of public transit are easily accessible nearby.

### **About Theatre Calgary**

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful, and diverse programming. Our mission is to stimulate, provoke, and delight through ambitious programming created to ignite local, national, and international engagement in a sustainable manner.

Theatre Calgary reflects the communities, the country, and the world we live in with passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays and musicals, featuring the best artists from Calgary and across the country.

Theatre Calgary believes in a work environment free of discrimination and harassment. We are committed to reflecting the diversity of our community and we believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability.

**In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Districts 5 & 6), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.**

If you are excited to join our team and support our mission and values, we invite you to apply for this position with Theatre Calgary.

### **Suggested Start Date: Monday August 19<sup>th</sup>, 2024**

A suitable start date will be discussed with the successful candidate, and flexibility to provide required notice and/or relocation will be accommodated.

### **Posting Closes: Sunday July 21<sup>st</sup>, 2024**

Interested candidates are asked to send their cover letters and resumes, with "Assistant Technical Director" in the subject line to:

Emma Brager, Production Manager

Theatre Calgary

ebrager@theatreocalgary.com