

# THE GRAND

**The GRAND is hiring a TECHNICAL DIRECTOR**

## **Why work at The GRAND?**

We are a non-profit arts organization seeking a **TECHNICAL DIRECTOR** to join our team of strategists, creative thinkers, artists and collaborators. Our team consists of players who love what they do and take pride in helping others realize their goals. By striving to create a work culture that allows each team member to be at their best, we believe we can create a team that can accomplish any big goal and have fun doing it!

## **Who are we?**

The GRAND is Western Canada's oldest theatre and has contributed to Calgary's theatre and live performance communities in a myriad of ways for over 100 years. Today we are a non-profit organization committed to being the home of creative placemaking in Calgary. Our mission is to be a Culture House presenting high quality and thought-provoking art, creating diverse and inclusive experiences, and bringing together artists and audiences to invoke a new way of thinking, appreciation and being, which transforms the community.

We are dedicated to presenting art from all disciplines and a variety of perspectives, supporting local artists in presenting and mastering their craft, and creating memorable experiences for our audiences.

The GRAND is comprised of a team of talented and committed people who are passionate about the arts and who value collaboration, teamwork, innovation, respect and integrity.

[Learn more about The GRAND at our website.](#)

## **Your core skills and expertise:**

1. **COOPERATION AND COLLABORATION:** is the ability to collaborate effectively with others, to be part of a team and to lead and promote quality work through effective contribution to others' efforts.
2. **PLANNING AND ORGANIZATION:** Able to organize work, plan the necessary resources, take steps to carry out objectives.
3. **ACTION MANAGEMENT:** Leads team members to successfully complete projects and deliverables.
4. **FOCUS ON QUALITY AND DETAILS:** Detail-oriented and creative problem solver who consistently prepares high quality work.
5. **INITIATIVE:** Demonstrates the ability to take initiative and be self-motivated.

6. CLIENT SERVICE ORIENTATION: focusing efforts on discovering and meeting the clients' needs and resolving client issues in a timely way.

7. EFFECTIVE INTERACTIVE COMMUNICATION: the ability to transmit and receive information clearly and communicate effectively to others both orally and written

**What you'll be doing:**

- Lead a high functioning technical team, support other team members, clients and stakeholders through quality work and communication
- Oversee all aspects of technical direction regarding lighting, sound, projection and stage equipment
- Manage the technical schedule and secure appropriate technical resources for each production and event within budget
- Manage and approve the timesheets of the technical staff in coordination with the accounting department
- Maintain a casual crew roster and alternate department heads, in collaboration with the Production Coordinator
- Gather detailed production and show information and disseminate to technical team members in a timely way
- Provide exceptional customer service to all clients to assist with their work in The Grand
- Lead recruitment, training and assignment of paid technical staff for individual shows.
- Prepare and control of production budgets; maintain the technical inventory and order specialized supplies
- Maintain and coordinate an efficient production equipment maintenance program
- Coordinate the Occupational Health and Safety program within the Production Department
- Set technical policies and standards for the operation of the theatre
- Be the primary onsite contact/liaison/representative of The GRAND during events when technical staff are on call, which includes orienting facility renters and visiting productions to safety, technical characteristics and other areas of facility operations

**Your educational background:**

- 5+ years of live performing arts industry experience as a Technical Director
- Excellent understanding of all technical aspects of live performing arts and events, including Theatre, Dance, Music and Corporate events
- Post-secondary education, preferably in the performing arts, is considered a strong asset
- Proficient skills in Microsoft Office, Google Suite, Vectorworks, Q-lab
- Knowledge and experience with Stage Lighting and Projection, Stage Rigging and Theatre Sound required
- Ability to interpret technical and design drawings

**Position Type:**

Reporting to the Executive Director, this is a full-time management position.

**Salary: Range \$60,000-\$70,000 annually, with a 35-hour work week, dependent on experience and qualifications.**

**Perks:**

- Benefits
- Social and team building events
- Flexible working hours
- Hybrid in-office and remote work available
- Internal growth opportunities
- Personal and professional development opportunities
- We will support you in creating the life you desire through your work!

**Where you'll be working:**

The GRAND is situated on the land where the Bow River meets the Elbow River. The traditional Blackfoot name of this place is Mohkinstsis, which is also referred to as the City of Calgary. We honour and acknowledge Mohkinstsis and the traditional Treaty 7 territory and oral practices of the Blackfoot confederacy: Siksika, Kainai, Piikani, as well as the Iyârhe Nakoda and Tsuut'ina nations who also call this place home. We also acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland.

This position will include hours worked in-office and at home. In office work will take place in The GRAND building located at 608 1 St SW in Calgary, Alberta.

**Ready to join our team?**

If you'd like to be part of a non-profit organization that is committed to being Calgary's Contemporary Culture House and fostering an environment where everyone feels welcome and respected, The GRAND is the place for you!

To apply, submit your detailed cover letter and resume in confidence to The Grand by email to [jobs@thegrandyyc.ca](mailto:jobs@thegrandyyc.ca). Please include in the subject line: Technical Director.

**The posting will remain open until the position is filled. Applications will be reviewed upon receipt.**

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

**We are an equal opportunity employer:**

The GRAND is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ethnicity, indigeneity, gender, gender-identification, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of color or diverse cultural backgrounds. We endeavor to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

The GRAND is committed to providing reasonable accommodation 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.