

<p style="text-align: center;">Theatre Junction GRAND Assistant Technical Director</p>

Job Description

Reporting to the Technical Director (TD), the Assistant Technical Director (ATD) assists and collaborates with the TD on all elements of the production department, ensuring an on-time and on-budget production, including facilitating the flow of information between artistic, administrative and production personnel. The ATD is the primary person responsible for the on site supervision of technical crew, setups, events, and strikes.

Duties and Responsibilities:

1. General

- ▶ Learn the technical equipment of the theatre (rigging, lighting, sound, stage, and video) and assume responsibility for training all technical resources for productions, presentations and rentals
- ▶ Schedule and co-ordinate all theatre and production activities including:
 - production schedules
 - production meetings
 - tech week
 - strikes
- ▶ Assist in the preparation of production budgets as related to the technical aspects of the show
- ▶ Prepare, oversee and coordinate the technical schedule in collaboration with the TD
- ▶ Prepare theatre drawings and plots with Vectorworks where necessary
- ▶ Secure appropriate technical resources for each production and presentation within budget
- ▶ Coordinate efficient production equipment maintenance programs and safety programs
- ▶ Anticipate production and budget issues and bring them to the attention of the TD for consultation and solution
- ▶ Provide general leadership for technical staff as required in order to ensure efficient technical operations in the theatre
- ▶ Supervise all technical crew during setups, events (as needed), and strikes to ensure efficient and effective work is being done
- ▶ Other tasks as assigned by the TD

2. Administration

- ▶ Responsible for any keys, credit cards and petty cash floats given to visiting artists and crew
- ▶ Manage daily facility schedule of operations with restaurant, TD & music programmer
- ▶ Coordinate drivers for various pick-ups and returns

- ▶ Organize the food & beverages for Opening nights & VIP nights, and manage the budget for same
- ▶ Coordinate and book travel, hotels and airport pick-ups/returns
- ▶ Secure liquor licenses
- ▶ Coordinate all Studio events
- ▶ Prepare and distribute weekly/monthly schedules and update all callboards.
- ▶ Report all accidents/incidents immediately to the Facility Operations Manager (Chair of Health and Safety Committee)
- ▶ 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 production team
- ▶ Attend and participate in team meetings, production meetings, and Health and Safety Committee meetings

3. Qualifications:

- ▶ A minimum of two years experience in theatre preferably in a management role (technical director, assistant technical director, production assistant)
- ▶ Good general understanding of all technical aspects of theatre and live shows including stage carpentry, sound, lighting, scenic carpentry, and video
- ▶ Superior computer skills including the use of office programs (excel, word, powerpoint, dropbox)
- ▶ Superior organizational skills
- ▶ Knowledge of Vectorworks drafting software
- ▶ Experience in dance, live music and other performing arts is an asset
- ▶ Flexibility, autonomy, and superior leadership skills
- ▶ Ability to manage large groups of people with tightly defined schedules
- ▶ Knowledge of IATSE working environments an asset
- ▶ Must be a team player
- ▶ Ability to work well under pressure
- ▶ Superior communication skills
- ▶ Must love theatre and live performing arts