



**Assistant Technical Director  
Job Description  
March 2023**

**Title:** Assistant Technical Director

**Department:** Technical

**Position:** Full Time, Union (IATSE Local 168)

**General Statement of Duties:**

Reporting to the Managing Director and Technical Director, the Assistant Technical Director shall be responsible for the operation and maintenance of the Tidemark Theatre Society's Technical Department and Building Maintenance operations. The Assistant Technical Director shall provide exceptional customer service, have excellent communication skills, and demonstrate exceptional leadership, professionalism, and organization when dealing with clients, staff, volunteers and building service contractors.

The Assistant Technical Director shall oversee all operations within the Technical Department, ensure that all stage crew work safely, and observe applicable safety regulations. That work performed within the technical departments conforms to applicable standards and Tidemark Theatre policies.

The Assistant Technical Director must be familiar with house lighting, audio and stage equipment, power distribution, equipment storage, equipment maintenance, and building layout. The Assistant Technical Director must also demonstrate a working knowledge and understanding of the following:

- House lighting systems
- House audio systems
- House stage systems
- House video systems
- House Projection Systems
- Power distribution
- Cables and connectors
- Basic electricity and electrical safety
- Stage terminology and practices
- Facility and building systems.

**Supervisory roles:**

The Assistant Technical Director must be able to work independently with minimal supervision, is responsible to ensure Health and Safety and applicable forms for incidents are filled out and reported. Is the Crew Chief by default when on a production or administrative maintenance work is done in the theatre.

**Typical Duties & Responsibilities:**

The duties shall include but are not limited to the following:

**Technical:**

- Perform duties as Dept. Head / Crew Chief as required.
- Assist with load in and load out of equipment.
- Operate technical systems as required.
- Maintain inventory of equipment and consumable items facility wide.
- Identify and resolve technical issues proactively.
- Provide technical consultation on a variety of projects when requested.
- Modification and maintenance of technical equipment as required in consultation with the Technical Director.

**Facility Maintenance:**

- Building repair and maintenance required in consultation with the Managing Director
- Perform a variety of semiskilled duties relative to facility maintenance.
- Coordinate and assist building tradespeople as appropriate.
- Minor repairs to facility infrastructure
- Coordinates ordering of janitorial supplies and equipment with the Facility Maintenance Coordinator
- Liaises with the City of Campbell River and coordinates building repair and maintenance work orders.
- Maintain facility records of supplies and maintenance schedules.

**Administration:**

- Abide by and ensure required crew breaks, rest periods, and work assignments.
- Ensure timesheets are completed per event and submitted for payroll biweekly.
- Complete post-show reports per event
- Maintain technical manuals and capital list for all equipment in the technical and administration departments.
- Ensure Tech Advances are printed and distributed to tech staff of the day.
- Update Lobby Tv's upcoming events.
- Sourcing, pricing, and purchasing materials and stage supplies for building and technical maintenance and capital projects in consultation with the Technical Director and or Managing Director

**Other:**

- Professionally represent the Tidemark Theatre Society when dealing with rental clients, customers, volunteers, and staff.
- Strong communication and customer service skills
- Ability to exercise courtesy, tact and diplomacy with rental clients, customers, volunteers, and staff.
- Ability to work calmly under pressure.
- Team-oriented, flexible, and adaptable to change.
- Excellent organizational skills
- Customer service oriented
- Thorough knowledge and understanding of Tidemark Theatre policies and procedures.
- Adhere to all Work-safe regulations and best practices in the industry.

**Qualifications:**

- Lighting certification and/or equivalent industry-related experience are required.
- Knowledgeable in lighting equipment and consoles, computers, information technology and projection systems.
- FE, LE, LPEC. preferred
- Mobile Elevation Work Platform certification.
- Criminal Record Check is required.
- Level 1 First Aid required.
- A valid BC Driver's License is required.

**Classification:** Full Time 40 hrs per week, Union (IATSE Local 168)

**Term:** Annual

**Hours of Work:** Days, afternoons, evenings, and weekends

**Compensation:** As per the Collective Agreement; current ATD Rate \$30.10 + 4% Holiday, Extended benefits, up to 3% matching RRSP contributions through IATSE 168.

**Probationary Period:** 3 Months

**Please address cover letter and application to:**

**Attn: Assistant Technical Director Position**

**Tidemark Theatre Society**

**Email:** [humanresources@tidemarktheatre.com](mailto:humanresources@tidemarktheatre.com)

**Subject Line: Full Time Assistant Technical Director**

*This position will remain open until a suitable candidate has been found.*