



## Assistant Technical Director

**Competition: 24-06**

**Posted: August 19, 2024**

**Title:** Assistant Technical Director

**Department:** Technical

**Position:** Regular Full Time (35hrs), Union (IATSE Local 168)

### **General Statement of Duties:**

Reporting to the Technical Director, the Assistant Technical Director shall be responsible for the operation and maintenance of the Tidemark Theatre Society's Technical Department and production 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 supervise operations within the Technical Department, ensuring that all stage crew work safely, observe applicable safety regulation, and 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.

When the ATD is assigned to a production, the priority of the day will be the production.

### **Supervision:**

The Assistant Technical Director reports to the Technical Director and must be able to work independently with minimal supervision. The Assistant Technical Director is responsible for supervising technical staff when the Technical Director is not present.

### **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 disposable items
- Identify and resolve technical issues proactively.

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- Provide technical consultation on a variety of projects when requested.
- Modification and maintenance of technical equipment as required in consultation with the Technical Director.

**Administration:**

- Abide by required crew breaks, rest periods, and work assignments.
- Ensure timesheets are completed per event and submitted for payroll
- Complete post-show reports per event
- Maintain technical manuals and show advancing data for all equipment in the technical departments.
- 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.

**Other:**

- Professionally represent the Tidemark Theatre Society when dealing with rental clients, customers, volunteers, and staff.
- Thorough knowledge and understanding of Tidemark Theatre policies and procedures.
- Adhere to all Work-safe regulations and best practices in the industry.

**Qualifications:**

- Production Lighting certification and/or equivalent industry-related experience are required.
- Strong communication and customer service skills
- Knowledgeable in common production related equipment, computers, information technology and systems.
- 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
- Criminal Record Check is required.
- Level 1 First Aid required.
- A valid BC Driver's License is required.

**Classification:** Regular Full Time 35hrs (IATSE Local 168)

**Hours of Work:** Generally, days, afternoons, evenings, and weekends

**Compensation:** As per the IATSE 168 Collective Agreement 2024 rate: \$34.10/hr

**Probationary Period:** 3 months

**Closing Date:** Open until position filled

Please email your resumes with the subject line **Assistant Technical Director Job Posting** to:

Tidemark Theatre  
 1220 Shopper's Row  
 Campbell River, BC V9W 2C8  
 E: [humanresources@tidemarktheatre.com](mailto:humanresources@tidemarktheatre.com)

We thank you for your interest; however, only applicants selected for an interview will be contacted.

*Note: In order to be considered, applications must include a cover letter and resume outlining experience and qualifications relative to the position.*

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