

JOB POSTING

Technical Director

About Grindstone Theatre:

Founded in 2011 Grindstone Theatre is a dynamic and innovative non-profit arts organization dedicated to producing high-quality theatrical productions that entertain, inspire, and engage audiences. With a focus on emerging artists, improv and musical comedy, we strive to advance arts and culture in Edmonton through all our artistic endeavors.

Job Description:

We are seeking a skilled and versatile Technical Director to join our team at The Orange Hub Theatres. The TD will be the primary team member responsible for providing technical support for all performances and events, ensuring the safe and efficient operation of audio, lighting, and other technical equipment, and maintaining the overall functionality and appearance of the performance spaces, as well as training and overseeing a team of technicians.

Roles and Responsibilities

Job Title: Technical Director - Orange Hub Theatres

Location: The Orange Hub Theatres, 10045 156 St NW, Edmonton, AB T5P 2P7

About The Orange Hub

The Orange Hub is a vibrant arts and cultural center dedicated to supporting local artists and fostering community engagement through a diverse range of performances, events, and workshops. As a hub for creativity and innovation, we strive

to provide an inclusive and welcoming environment where artists and audiences can come together to celebrate the arts.

Technical Theatre Management:

- Serve as the primary technical liaison between the venue and the producers.
- Set up, operate, and strike audio, lighting, and video equipment for events in the venue, ensuring that all technical elements meet the requirements and specifications of the production.
- Troubleshoot technical issues and malfunctions during rehearsals and performances, implementing solutions quickly and effectively to minimize disruptions and ensure a seamless production experience.
- Collaborate with production teams, directors, designers, and performers to understand and execute their technical requirements and artistic vision for each production.

Technical Team Leadership:

- Recruit, hire, and supervise technical staff, including lighting technicians, audio technicians, stagehands, and carpenters, providing direction, training, and feedback to ensure that they perform their duties effectively and safely.
- Coordinate technical rehearsals and load-in/load-out schedules, overseeing the installation and operation of technical equipment and systems, and troubleshooting any issues or malfunctions that arise during the production process.

Venue Maintenance:

- Conduct regular inspections and maintenance checks of technical equipment, including sound systems, lighting fixtures, rigging systems, and stage machinery, to ensure that they are in proper working order and comply with safety standards.
- Assist with the setup and breakdown of sets, props, and scenic elements as needed, ensuring that they are installed safely and securely and meet the artistic requirements of the production.
- Perform routine cleaning and upkeep of performance spaces, backstage areas, and technical booths to maintain a clean, safe, and professional environment for performers, crew, and patrons.

Technical Resource Management:

- Manage technical resources, including equipment, tools, and facilities, ensuring that they are maintained, organized, and properly utilized throughout the production process.
- Oversee the procurement, rental, and maintenance of technical equipment and supplies, collaborating with vendors, contractors, and production managers to ensure that they meet the requirements and specifications of each production.

Safety and Compliance:

- Ensure that all technical operations comply with health and safety regulations, fire codes, and industry best practices, with a focus on preventing accidents, injuries, and property damage.
- Train and supervise technical crew members, volunteers, and interns on safe working practices, emergency procedures, and the proper use of technical equipment and tools.
- Maintain accurate records of equipment inventory, maintenance schedules, and safety inspections, and report any safety concerns or incidents to management promptly.
- Conduct regular inspections of technical equipment and facilities, identifying potential hazards or safety concerns, and implementing corrective actions and preventative measures as needed.

Collaboration and Communication:

- Communicate effectively with production teams, venue staff, and external vendors to coordinate technical requirements, equipment rentals, and logistical support for performances and events.
- Collaborate with artists, designers, and technicians to develop creative solutions to technical challenges and enhance the overall quality and impact of productions.
- Provide excellent customer service to performers, crew, and patrons, responding to inquiries, requests, and feedback in a courteous and professional manner.

Budgeting and Financial Management:

- Develop and manage the budget for technical elements, including labor, materials, maintenance, and upgrades, and monitoring expenses and

identifying cost-saving opportunities to maximize resources and achieve financial goals.

Qualifications:

- Bachelor's degree in Technical Theatre, Theatre Production, or related field (preferred).
- Minimum of 5-7 years of experience in technical theatre, live event production, or venue operations, with demonstrated expertise in scenery construction, lighting design, sound reinforcement, and stagecraft.
- Strong leadership and project management skills, with the ability to plan, organize, and execute complex technical productions on time and within budget.
- Proficiency in industry-standard software and hardware platforms, such as AutoCAD, Vectorworks, ETC lighting consoles, and digital audio consoles, with the ability to program and troubleshoot technical systems.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders to achieve common goals and deliver high-quality productions.

How to Apply:

Please submit your resume and cover letter outlining your relevant experience and qualifications to tlocke@grindstonetheatre.ca with the subject line "Technical Director Application - [Your Name]". In your cover letter, please include why you are interested in joining The Orange Hub Theatres and how your experience aligns with the responsibilities of the role.

The Grindstone Theatre Society is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We thank all applicants for their interest, but only those selected for an interview will be contacted.

POSITION DETAILS

Schedule/Wage:

- \$28/hour
- Available for evenings and weekends, hours dependent on theatre bookings.