

# THEATER PRODUCTION TECHNICIAN

**Department:** Fine and Performing Arts

**Reports to:** Director of Fine and Performing Arts

## **Job Summary:**

Supports the Fine and Performing Arts department in day to day activities as well as performances that take place throughout the school.

## **Qualifications:**

- Bachelor's degree
- Experience working with theater equipment, theater production, theater design and theater planning is an asset.
- Experience with basic electrical wiring and cabling related to theater and sound
- At least 2 years of supervisory and management experience
- Proficient in productivity applications, both installed and cloud-based apps, including Front Page, Google Apps, Adobe, Internet research
- Excellent verbal and written communication skills
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

## **Key Responsibilities:**

- Programming, setting up and running technical setups for all types of school events e.g. plays, concerts, assemblies, meetings.
- Trains, supervises and assists staff, students and custodians during setup and strike of activities in the performance venues.
- Plans and leads technical tutorials for students and faculty when needed.
- Assisting and coordinating in the planning, designing, constructing, and running technical set-up during school performances when students and staff are part of running an event.
- Assists faculty and students with set design, props, costume and other theater-related areas.
- Assists in the organization and maintenance of areas such as the lighting booth, lighting storage areas, FAT backstage and all other theater areas as needed.
- Maintains and services equipment when skills allow and it is safe to do so.
- Makes recommendations to management and assists with implementation of theater equipment servicing, maintenance, replacement and enhancement when specialists are needed to complete these duties.
- Ensures and advises overall safety within venues: sets, equipment, and facility.
- Provides professional support for all activities using ISM theater facilities.
- Assists in coordinating and supervising venue improvements and renovations.
- Sources local suppliers and contractors for equipment and services.
- Prepares, updates and maintains equipment inventories and venue maintenance records for the backstage area.
- Assists faculty with co-teaching some technical elements in Technical Theatre curriculum classes.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs other duties as assigned by the Performing Arts Director.