Job Description

Job Title:	Technical Coordinator, Theatre of the Arts
Department:	Communication Arts
Reports To:	Director, Production and Theatre Operations
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	January 2022

Primary Purpose

The Technical Coordinator is accountable to the Director of Production and Theatre Operations (DPTO) for the safe, efficient, and effective technical management of the Theatre of the Arts (Modern Languages) and Studio 180 (Hagey Hall). This position leads, supervises, and delegates to casual staff, while providing excellent client service for internal and external rental clients. This position provides instruction to students of widely varying experience and skill levels, in areas such as lighting, sound, and audio-visual. The Technical Coordinator works closely with the Theatres at UWaterloo team which consists of the Director of Production and Theatre operations, the Director of Technical Theatre, the Front of House and Box Office Manager, the Head of Wardrobe, and other Technical Coordinators.

Key Accountabilities

Supervision

- Supervises crew for all load ins and load outs of internal and external clients. Ensures all technical/safety requirements are met.
- Orients clients to safety, technical characteristics, and other areas of facility operations.
- Trains and oversees casual staff in the safe and appropriate use of lighting, sound, rigging, and stage equipment to act as technical staff for incoming productions/clients; works in consultation with the Director of Production and Theatre Operations.
- Supervises and trains Work Study students as technical assistants.
- In conjunction with the Director of Technical Theatre, supervises student crews on department productions during set install, lighting hang and focus, tech week and performances.

Event Management

- Accountable to the Chair of the Department and the Director of Production and Theatre Operations on all matters pertaining to the safe and technical operation of the Theatre of the Arts as both the primary venue for department productions and as a rental facility available to clients from both on and off campus.
- Accountable to the Director of Production and Theatre Operations on all matters pertaining to the safe and technical operation of Studio 180 as both a primary classroom space for the department and as a rental facility available to clients from both on and off campus.
- Assesses needs, answers questions, problem-solves issues and develops new solutions relating to rental clients and the spaces.
- Determines necessary technical resources required for rentals related to staging, props, lighting, rigging, video, and sound, including set-ups and strikes; Coordinates the rental of these resources on behalf of internal and external clients.
- Works with the Director of Production and Theatre Operation to generate schedules and manage crew and equipment accordingly.

- Ensures that all theatre rental clients are given advice based on technical expertise to produce their events to a professional standard.
- Function as lead hand on most rentals, both internal and external. Operating sound or lighting as necessary.
- Supervises post-production strikes and load outs.

Facilities Management & Safety

- Monitors the condition of equipment including lighting, sound, video; and performs preventive maintenance on equipment
- Provides upkeep and inspection of the physical facilities of the TofA and Studio 180, including equipment, storage, and work areas; with Director of Production and Theatre Operations and the Director of Technical Theatre, coordinates repairs, inspections, and service as needed.
- Utilizes knowledge of various codes (Building, Electrical, MOL) and safety best practices to ensure that theatre operations meet safety requirements, trains staff/student employees, and students in classrooms with safe and appropriate use of tools and equipment
- In conjunction with the Director of Technical Theatre, ensures compliance with relevant fire and other safety codes in cooperation with Safety Office personnel
- Ensures technical staff and production team of rental clients have the required certificates to perform duties.
- In conjunction with the Director of Production and Theatre Operations, creates and adheres to the theatre operating budget.
- Maintains ties with industry, organizations, and regulatory bodies so that technical competency, safety standards, and knowledge of the industry remain current
- In conjunction with the Director of Technical Theatre, obtains competitive quotes from external vendors and evaluates quotes for accuracy and provides Director of Production and Theatre Operations with accurate costings

Departmental Support & Collaboration

- Acts as a resource person to faculty, staff, and others with a range of technical competencies, on lighting, sound, video, computing, technical production procedures, methods, and materials.
- Attends staff meetings and occasional department production meetings; provides counsel on appropriateness of technical requirements requested.
- Ensures required safety, industrial, and construction codes and regulations are met; creating and implementing health and safety policies and procedures for the use of the theatres and their associated equipment; providing training to staff (including casual staff and student help) in the safe use of tools and equipment and the theatre facilities overall.
- Collaborates closely with the team of staff on all areas listed in the key accountabilities.
- Receives day-to-day functional direction from the Director of Technical theatre.

Instruction

- Provides occasional instruction to students whose goals include work in technical theatre; areas of instruction include (but are not limited to) special effects, lighting installation, projection installation, video programming and operation, sound cue programing and operation.
- Plans student work sessions in consultation with Instructor of Record.
- Providing coaching and tutorials as needed during the production process.
- Consulting with instructor of record on student progress.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures, and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess, and correct health and safety hazards, as required.*

Required Qualifications

Education
- B.A. in Fine Arts, Drama, Theatre or Performing Arts; College diploma in Theatre Production or equivalent combination of education and experience.

Experience
- Minimum 4 years of experience in theatre production in professional theatres
- Working knowledge of techniques, methods, and procedures of theatre including stage, set, sound and lighting design and implementation; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures
- Demonstrated ability in lighting, sound, and/or video

Knowledge/Skills/Abilities
- Strong supervisory, management, and interpersonal skills
- Strong understanding of the Ontario Ministry of Labour Guidelines for the Performance Industry
- Demonstrated ability and willingness to learn new hardware and software, including digital media
- Ability to manage a range of activities and demands on a day-to-day basis – split focus
- Ability to work independently and with groups of people
- Must be a self-starter
- Ability to work with a variety of personalities daily
- Strong organizational skills
- Intermediate proficiency with MS Word and Excel
- Understanding of networking for theatrical purposes is an asset
- Strong competency with AutoCAD and/or Vectorworks
- Competency with QLab is an asset
- Basic competency with Front of House Mixing required
- Intermediate competency with EOS lighting system
- Certifications are an asset, including:
    - Standard First Aid
    - WHMIS
    - Working at Heights Certification
    - Possession and Acquisition License
    - Pyrotechnics License
    - Joint Health and Safety Committee training

Nature and Scope

- **Contacts:** Internal contacts: Departmental staff, casual workers and students, Plant Operations, Procurement, Arts Computing Office, Safety Office, on-campus rental clients such as President's office, Faculty of Engineering, Faculty of Arts. External contacts: Suppliers, Stratford Shakespeare Festival, Other Theatres, Other Technical Theatre Practitioners, Audio Visual Companies, outside rental clients such as Ontario Camping Symposium, St. John's Kilmarnock School, Greenlight Arts, Local Dance schools.
- **Level of Responsibility:** Supervises up to 20 people under tight time schedules
- **Decision-Making Authority:** This position has decision-making authority over most of the accountabilities outlined above. Works with the Director of Production & Theatre Operations and Director of Technical Theatre to ensure safety protocols and standards are being met.

- **Physical and Sensory Demands**: Occasional heavy lifting is required (required to lift 50lbs overhead without assistance). Regular ladder and scaffolding work. Regular use of industrial and portable power tools, soldering irons, and digital equipment.
- **Working Environment:** Flex schedule. Work outside of regular hours is required due to rental schedules, including evenings, weekends, and holidays. Some unavoidable exposure to dirt or dust, paints and other chemicals, and equipment, some of which may be hazardous. Working at heights is required.