

Belfry Theatre

Job Posting: Technical Director

The Belfry Theatre is currently seeking submissions from qualified theatre professionals for the following position: **Technical Director**

Reporting directly to the Director of Production and Operations, the Technical Director will be expected to facilitate and manage the scenic and technical elements for all produced shows: from preliminary and final designs through pre-production through to opening and closing wrap-up. The Technical Director will also be expected to, in conjunction with the Director of Production and Operations, help create and manage all Production Department budget lines. Day to day duties will include, but won't be limited to working with designers, clients renting the facilities, liaising with relevant departments to ensure communication of production needs, sourcing materials, overseeing and coordinating operations of the scene shop and performance spaces, its equipment, supplies and inventory. The successful candidate should be able to work independently under pressure as well as having the ability to work collaboratively and lead in a team environment.

Qualifications:

- Strong experience in set and properties construction.
- Strong working knowledge in Theatre lighting and sound.
- Experience in a supervisory role directing employees in the Props and Scenery departments.
- Experience supervising stage crews
- Knowledge and experience running lighting and sound consoles an asset.
- Must have strong time management, organizational, interpersonal, and communication skills.
- Proficient in AutoCAD creating construction drawings from design information.
- Proficient computer knowledge of Microsoft Word, Excel, Outlook and internet research.
- A valid driver's licence.

Responsibilities and Duties:

For Belfry Productions:

- Cost materials and approve designs in collaboration with the Director of Production and Operations.
- Supervise the scenery and props departments during builds.
- Build scenery if needed.
- Attend rehearsals and production meetings as needed.
- Liaise with Stage Management and administration on relevant production matters
- Monitor the Production schedules with an emphasis on crew scheduling

- Act as Safety Officer in the maintenance of safety standards as per Theatre Occupational Health and Safety policy.
- Supervise installation of scenic and technical elements.
- Coordinate with Lighting Technician to maintain accurate lighting documentation, paperwork, and backups.
- Ensure a smooth transition when operation is transferred to production running crew.
- Coordinate with all production departments to produce technical packages for touring and co-productions.

For rental and Belfry Ancillary Events:

- Liaise with event organizers to assess technical requirements.
- Liaise with internal departments to assess technical requirements for Belfry fundraisers and special presentations.
- Supervise set ups of staging, lighting, and sound.
- Run lighting and sound if needed.

For Belfry Building Operations

- Assist Director of Production and Operations in addressing building repairs and capital enhancements.
- Ensure the care and maintenance of Theatrical equipment

This is a **Full Time** permanent position starting October 15, 2021 (negotiable). The belfry offers a full benefit package included as part of the compensation. Salary is negotiable with a minimum starting salary of \$55,000 per annum.

Please submit cover letter and resume by **October 1, 2021** to:

Mike Ford, Director of Production and Operations

Belfry Theatre
1291 Gladstone Avenue
Victoria, BC
V8T 1G5

Or by email to mike.ford@belfry.bc.ca:

Subject: Technical Director