

# INTREPID THEATRE

BE BRAVE.

**Producers of UNO Fest, OUTstages, Victoria Fringe, Metro Studio & Intrepid Theatre Club**  
#2 – 1609 Blanshard Street, Victoria BC V8W 2J5 Canada  
intrepidtheatre.com | 250-383-2663

## Lead Venue Technician

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Intrepid Theatre is looking for a Lead Venue Technician! We're looking for the right individual to join our Production team on a part-time fixed term contract basis to offer terrific customer service and exceptional technical capabilities to Intrepid Theatre's Festivals and presentations such as UNO Fest, OUTstages, and the Victoria Fringe Festival, as well as to our rental clients. Reporting to the Production Manager, you would mostly work in the Metro Studio Theatre, but also in the Intrepid Theatre Club, and off-site Fringe and other venues. Do you love the performing arts? Love greeting clients with a smile and helping them achieve their vision? Love tinkering with gear? Join our collaborative team and be a part of Victoria's vibrant growing independent performing arts scene!

### Key Responsibilities and Duties

#### Client and Customer Relations

- Provide superior, positive customer service to clients with a wide range of backgrounds and experience levels from community and school level organizations to professional presenters and touring artists across a wide range of genres from theatre to dance, music, events, etc. A sense of humour and ability to maintain one in high stress production periods is a significant asset
- Demonstrate initiative in providing clients with technical and production advice in making the best use of time, equipment, and labour resources to create the best possible performance or event
- Possess effective verbal and written communications skills and the ability to adapt communication style to suit different situations
- Work as a key part of a team with the client, FOH and other staff, outside service providers, and Intrepid Theatre management to provide a high standard of service and make all users of Company facilities and services feel welcome
- Proactively manage timeline; keep events and crew on schedule and observing breaks as required

#### Production & Technical Services

- Work with Production Management in advance to identify resources needed for successful events
- Work proactively with clients to organize and execute technical elements for performances and events
- Participate in load-in, setup, operation, and strike and restore activities related to venue use
- Work as a team with Front of House staff to ensure smooth transitions in opening House to patrons; work together to provide leadership in emergency situations in accordance with Company policy
- Operate lighting, audio, and video consoles and/or equipment for performances and events
- Act as on-site building supervisor and crew chief for crews of 1-6 technicians
- Ensure crew, clients, contractors, and volunteers are working safely and within Company policy; work proactively with Production Management to resolve any areas of concern
- Maintain equipment, stage, storage areas, and common theatre spaces in venues as required

## **Administrative and Other Duties**

- Actively participate in a culture of safety; promote and ensure safe working practices in accordance with Company policy and WorkSafe BC requirements; attend meetings of the joint safety committee
- Supervise, orient, train, and mentor emerging technical staff as required
- Troubleshoot and remedy problems with venue technical systems; identify equipment deficiencies and maintenance issues and consult with Management regarding repair and replacement planning and timelines; provide input on capital planning goals and strategies
- Ensure timekeeping and show report records are up to date; maintain records such as lighting and audio paperwork, inventory, and maintenance and inspection logs as required
- Liaise with clients and suppliers to advance events in the pre-production period when required
- Other related duties as required

## **Required Qualifications**

- A post-secondary degree related to Production; and/or equivalent professional experience and training in technical theatre
- A minimum of 5 years professional working experience; experience as a staff house/venue technician in a road house environment an asset
- LPEC Certification, or ability to promptly acquire certification required
- Occupational First Aid Level 1 or ability to promptly acquire certification required
- Valid Class 5 BC Driver's License; occasional driving up to 1-ton trucks required
- LE/FE Electrical Certification and ETCP Rigging Certification are assets

## **Skills Needed**

### **Lighting**

- High level of proficiency in operating ETC Element/Eos family consoles, including 2-4 years experience programming for theatre, dance, live music, events, etc. Experience with other consoles an asset
- High level of proficiency in hanging and focusing a wide variety of theatrical lighting instruments
- Solid understanding of DMX control signal distribution; able to integrate and troubleshoot various devices, including but not limited to: LED's, moving fixtures, gobo rotators, and other effects and accessories; moving fixture programming experience an asset
- Solid understanding of safe working practices relating to electrical distribution; knowledge of relevant sections of BC Electrical Code an asset
- Working knowledge of theatrical dimmer racks and portable packs
- Working knowledge of IT networking and WiFi as it pertains to entertainment control systems
- Lighting design experience an asset

### **Audio & Video**

- Solid understanding of basic principles in sound reinforcement for small venues: setting up PA and stage monitor systems; gain structure; appropriate mic choice and application, both wired and wireless; use of outboard processing equipment; etc.
- Experience mixing on analog consoles; up to 24 channels of input and 4 channels of monitor from FOH required; digital console knowledge an asset
- Working knowledge of QLab (and Mac OS); able to create and edit show files
- Working knowledge of video projection, video formats

### **Stage**

- Working knowledge of theatrical stage rigging principles and techniques; basic knot tying skills
- Working knowledge of various stage effects such as hazers, foggers, etc.
- Working knowledge of stage carpentry techniques; safe use of hand and power tools

## Other Related Skills

- Proficiency using MS Office (Word, Excel, Powerpoint), Mac OS, & browser-based applications required
- Able to read and interpret production-related documentation, including but not limited to schedules, drawings, plans, plots, riders, specifications, standard lighting paperwork, audio input lists, etc.
- VectorWorks skills an asset; Windows operating system skills an asset
- Basic equipment maintenance and repair skills; soldering, signal cable build/field repair skills an asset

## Other Requirements

- Able to work irregular and occasionally long hours; available for work nights, weekends, holidays, etc., according to production activity
- Able to lift 50 lbs.; constant mobility, stairs, ladders, bending, lifting, reaching, etc., require good physical health; able to safely work in low light conditions when required
- Able to work with precision at heights on A-frame and straight ladders, scaffold, catwalks, etc.
- Occasional driving of company vehicles to pick up and deliver equipment is required
- IATSE Local 168 membership – full, permittee, or willingness to join the permittee roster. **Hiring preference will be given to existing Local 168 members**

## Remuneration and Term of Employment\*

The rate of pay is \$19.50/hr until the end of 2019, rising to \$20.09/hr in 2020, and \$20.69/hr in 2021. Vacation pay of 4% is paid out each pay period. Paid sick leave is included as a benefit.

The LVT position is part-time and is hired for a fixed term running from Jan 1-Dec 31, reviewed annually. The incumbent will have right of first refusal to accept a renewed annual term.

The successful candidate will be guaranteed a minimum 780 hours (\$15,210) of straight time during the annual term from Jan 1-Dec 31, with the minimum guarantee of hours to be pro-rated depending on start date. We expect the available work to exceed the minimum guarantee over the annual term, including overtime hours.

The successful candidate will receive the following month's schedule by the middle of the month prior and may not take any work conflicting with ITCS requirements, except by mutual agreement. As this is a part-time position, the LVT is free to accept outside work after receiving their monthly schedule. The LVT may also accept any new ITCS shifts that are added after the schedule is published, but is not obligated to.

*\*please refer to the Intrepid Theatre/IATSE Local 168 Collective Agreement, Appendix E, for all details*

## How to Apply

Intrepid Theatre is dedicated to fostering diversity in our workforce. We encourage applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, and sexual orientation.

Intrepid Theatre is committed to providing an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, have equal opportunities, and can contribute fully.

To apply, please email your resume, cover letter, and references to the attention of:

Owen Schellenberger, Production Manager -- [owen@intrepidtheatre.com](mailto:owen@intrepidtheatre.com)

The deadline for applications is June 2, 2019. We thank all applicants for their interest. Candidates chosen for an interview will be contacted.

## About Intrepid Theatre

Intrepid Theatre is an independent theatre company that produces the Victoria Fringe Festival, UNO Fest, OUTstages Festival, and various year-round programs that benefit local and emerging artists, and the theatre community at large. Our mission is to create opportunities for both emerging and established artists to produce their work with artistic freedom, while engaging members of the community by making productions as affordable and accessible as possible. We also operate two venues – The Metro Studio and the Intrepid Theatre Club – that are used for our programming and available for rent to the general community.