



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

## Assistant Technical Director (PT+)

---

Intrepid Theatre has an immediate opening for a creative and experienced Assistant Technical Director. We're looking for the right individual to join our Production team on a part-time, term contract basis to offer terrific customer service and exceptional technical capabilities to Intrepid Theatre's Festivals and presentations such as Incoming Festival, 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 (a 172-seat black box studio theatre), but occasionally also in the Intrepid Studio (a 40-seat flexible black box), and other off-site venues.

We're looking for a friendly, positive, courteous, and collaborative person with a combination of lighting, audio, and staging skills who is comfortable working as the main (and often only) technician for performances and events. The ideal candidate will have great people skills including customer service and leadership experience. The broad strokes of the role are:

- Customer service -- work with theatre users to achieve their goals, offering advice and assistance so that the shows run smoothly, keeping them on schedule and on budget
- Technical skills – set up and run lighting, sound, and sometimes video playback for a variety of live performances and events; troubleshoot and resolve technical issues
- Administration – work with the Production Manager to advance shows as needed, develop and carry out maintenance and strategic improvement plans; supervise casual stage crew during calls

Please see the detailed job description below. We want to work with the right person to grow their abilities and knowledge in all areas and offer them the opportunity to round out their tool kit, so don't worry if you don't have every skill covered.

### **What we're offering**

The opportunity to work with and learn from a committed and experienced team of arts professionals, including mentorship and professional development.

Remuneration: \$24.63/hr plus 4% Vacation Pay paid out each pay period, rising to \$25.12/hr in 2024.

Paid sick leave is included as a benefit.

Term: the position is part-time with a fixed term, with a guaranteed salaried minimum 24 hours/week; additional hours are expected but may vary month-to-month and may be time-banked or paid out at the employee's request. Start date is negotiable; the fixed term runs until June 16, 2024 and will be reviewed at the end of the term. The successful incumbent has right of first refusal to accept a renewed term.

The successful candidate will receive the following month's schedule by the middle of the month before and may not take any work conflicting with ITCS requirements, except by mutual agreement. As this is a part-time position, the ATD is free to accept outside work after receiving their monthly schedule. The ATD also has the first chance to accept any new Intrepid shifts that are added after the schedule is published, but is not obligated to. Ability to work flexible hours, including evenings, weekend, late nights & early mornings is required.

Please note that Intrepid Theatre requires all employees to be fully vaccinated against COVID-19 at this time, and the successful candidate may need to show proof of vaccination before an offer of employment is made; employees may at times be required to wear masks while at work.

*Technical Stage Employees of Intrepid Theatre are represented by IATSE Local 168. The successful ATD candidate must be a member or permittee, or willing and eligible to become a permittee of Local 168. Hiring preference will be given to qualified existing Local 168 members.*

## **How to Apply**

To apply, please submit your resume and a cover letter or brief video by Sunday, May 28, 2023 to [jobs@intrepidtheatre.com](mailto:jobs@intrepidtheatre.com), outlining:

- ✓ what will you bring to Intrepid -- how your experience, skills, and abilities make you the ideal candidate
- ✓ what areas you're interested in advancing and growing in your technical practice
- ✓ your availability, potential start date, and any logistical considerations

The hiring and interview panel will be Owen Schellenberger (Production Manager) and Sean Guist (Artistic Director). Anyone applying can request a pre-application informational chat with Owen if they want to by contacting him at [owen@intrepidtheatre.com](mailto:owen@intrepidtheatre.com). We thank all applicants for their interest. Only those applicants selected for an interview will be contacted; all of those who are offered an interview will be notified of hiring decisions.

## **About Intrepid Theatre**

Intrepid Theatre is an independent theatre company that produces the Victoria Fringe Festival, Incoming Festival, OUTstages Festival, and various year-round programs that benefit local and emerging artists, and the theatre community at large. We value collaboration and rigour in producing and presenting festivals and supporting new work as much as we do collaboration in our administrative work.

We acknowledge that equity-seeking communities have been excluded from theatre and non-profit spaces in the past and are committed to employment equity and diversity. We encourage applicants from equity-seeking communities and intersecting identities to apply. Intrepid Theatre strongly believes in providing staff with an anti-oppressive work environment free of discrimination and harassment, and fostering an inclusive and supportive workplace. See [intrepidtheatre.com](http://intrepidtheatre.com) for more information.



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

## Assistant Technical Director – Job Description

---

### Key Responsibilities and Duties

#### Client and Customer Relations

- Provide superior, positive customer service to clients with a wide range of backgrounds and experience levels ranging from community and school level organizations to professional presenters and touring artists across a wide range of genres from theatre to dance, musical theatre, festivals, 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 proactive technical and production advice in making 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 internal and external clients, 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
- 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 as needed
- 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 other 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 infrastructure 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 & Skills Needed**

- Completion of a post-secondary degree or diploma related to Production; and/or equivalent combined professional experience and training in technical theatre, live music, special events, etc.
- A minimum of 3 years full-time professional working experience; experience as a staff house/venue technician in a road house environment an asset
- LPEC Certification, or ability to promptly acquire; LE/FE Electrical Cert not required but an asset
- Occupational First Aid Level 1 or ability to promptly acquire certification
- Valid Class 5 BC Driver's License required; must be eligible to drive rental vehicles up to 1-ton trucks (no personal vehicle needed)

### **Lighting**

- High level of proficiency in operating ETC Element/EOS family consoles; minimum 2 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, e.g. LED's, intelligent fixtures (programming experience an asset), gobo rotators, etc.
- 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
- 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 to create and edit show files; basic video projection, video formats

### **Stage**

- Working knowledge of theatrical stage rigging principles and techniques; basic knot tying skills; stage carpentry techniques; safe use of hand and power tools

### **Other Related Skills**

- Proficiency using MS Office (Word, Excel, PowerPoint); Vectorworks skills an asset
- 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.
- 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 personnel lifts, A-frame and straight ladders, scaffold, etc.