

Class No.:	
Original Date:	February 2024
Revision Date:	
Pay Group:	16

CLASS SPECIFICATION

SOUND TECHNICIAN – CENTRE FOR THE PERFORMING ARTS

NATURE AND SCOPE OF WORK

This is a technical role performing audio, video, additional stage rigging and lighting work during set-ups and performances in the Blueshore Financial Centre for the Performing Arts and other Capilano University campuses or departments that require complex audio/video support. Duties include ensuring constituent technical (sound) requirements are met in a timely manner, resolving technical problems for the client, ensuring performances and events run smoothly, ensuring safe use of the facility, maintaining equipment and reporting equipment or facility deficiencies to the Technical Supervisor. The incumbent reports to the General Manager, Centre for the Performing Arts, receives direction from the Technical Supervisor.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Sets up, tests, and operates technical sound equipment during live performances as assigned by the Technical Supervisor. Monitors audio signals to detect quality deviations or malfunctions.
- Sets up, tests, and operates technical video equipment during live performances, including setting up and operating PTZ cameras, live video and audio mixing, and using streaming software (ex: OBS and Livestream studio).
- Maintains and sets up the theatre intercom and show feed system as assigned by the Technical Supervisor
- Rigs stage equipment and masking and sets up scenery as assigned by the Technical Supervisor. Safely sets up and operates a double purchase fly system.
- Participates in production meetings and cue rehearsals.
- Assists with load in and load out of equipment.
- Identifies technical problems during set-ups or performances and determines an alternative solution. Reports deficiencies and ongoing problems to the Technical Supervisor.

- Installs, cleans, checks, sets up, repairs, maintains, and stores equipment in an orderly fashion.
- Supervision of technical theatre students when operating equipment in the Blueshore or other spaces, as assigned; Demonstrates the safe methods of equipment use to students.
- In absence of Technical Supervisor, liaises with internal and external clients during rentals, completes event reports.
- In the absence of the Technical Supervisor, ensures safe use of the facility by monitoring use and users, advising users to discontinue unsafe use of the facility and equipment, and reporting unsafe use to the Supervisor, General Manager and/or the Occupational Health and Safety Advisor.
- Provides input to assist the Supervisor with the completion of performance and event reports.
- Records, updates and maintains files, lists and general record keeping.
- Recommends new procedures or improvement to existing procedures.
- Assist with technical setups on campuses or CapU spaces outside of Blueshore Theatre.
- Assist with sound system for ensemble classes or performances on campus outside of the theatre space.
- Work collaboratively with Lab Supervisor and Technical Supervisor to record student ensembles, where required mix and master audio recordings using ProTools software and provide digital files of recordings to students and faculty following completion for projects.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the operation of a digital live sound system and of live audio recording. (BlueShore is currently using Yamaha, L'acoustic, Dante systems)
- Considerable knowledge of a theatrical lighting system. (Currently using ETC Eos family)

- Considerable knowledge of Nuendo, Protools, and Q-Lab software; live streaming systems and basic networking systems.
- Considerable knowledge of a counterweighted rigging system
- Considerable knowledge of occupational hazards, safe work practices and precautionary measures related to the use of equipment in the theatre.
- Considerable knowledge of technical functions in an arts organization.
- Working knowledge of word processing and e-mail applications.
- Ability to work a flexible time schedule.
- Ability to multitask, apply organizational skills to meet deadlines, and work with minimal supervision.
- Ability to understand and follow complex oral and written instructions and communicate technical information effectively.
- Ability to adapt to changing situations.
- Ability to maintain attention to detail with constant interruption.
- Ability to provide exceptional customer service by presenting a positive and helpful image (in person, by e-mail and by phone); by assisting clients, students, other employees and the general public by providing knowledgeable information about the university in general and the theatre specifically; and by providing follow through with customer inquiries. Ability to remain calm in stressful situations and to be diplomatic in dealing with client groups.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years of post secondary education equivalent to the Technical Theatre program offered at Capilano University including courses in live audio, lighting and/or stage carpentry. (The appropriate choice of courses will be invoked at the time of posting.) Training in fire safety and building evacuation, or willingness and ability to undertake training.
- Two years of technical theatre experience including experience in live audio, lighting and/or stage carpentry in the live performance industry in a comparable facility with comparable programming and volume. (The appropriate choice of type of experience will be invoked at the time of posting.)

OR

- Completion of Grade 12. Training in fire safety and building evacuation, or willingness and ability to undertake training.
- Five years of technical theatre experience including experience in live audio, lighting and/or stage carpentry in the live performance industry in a comparable facility with comparable programming. (The appropriate choice of type of experience will be invoked at the time of posting.)

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- First Aid Certificate or willingness and ability to undertake certification.
- Valid class 5 driver's license
- Fall arrest certified.