

Class No.:	S99891
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Pay Group:	24

CLASS SPECIFICATION

TECHNICAL SUPERVISOR – BLUESHORE FINANCIAL CENTRE FOR THE PERFORMING ARTS

NATURE AND SCOPE OF WORK

This is supervisory and technical audio, lighting and stage carpentry work in the Capilano University Performing Arts Theatre. Duties include supervising other stage technicians, determining client requirements, resolving technical problems for clients, ensuring performances and events go smoothly, ensuring safe and secure use of the facility, maintaining equipment, and reporting equipment or facility deficiencies. The incumbent reports to the General Manager, Centre for the Performing Arts and receives direction from the Program Director, Centre for the Performing Arts.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supervises and trains technicians in the Performing Arts Theatre including planning and coordinating the workflow; assigning, prioritizing, and checking work assignments; preparing crew schedules and verifying time sheets for approval by the General Manager; ensuring breaks are taken during the call; and providing input on performance reviews.
- Creates production schedules based on client requirements, following up with the client when necessary.
- Ensures that the theatre and dressing rooms are unlocked, and that crew and equipment are ready at the arranged start time. Communicates with front of house, technicians, and performers to coordinate doors opening and closing, and performance start and intermission times. Ensures that the theatre and all backstage areas are locked at the end of the event.
- Ensures that the fly floor and stage areas are kept clean and that trashcans are emptied. Ensures that the hallways and access areas are clear and free of debris or obstacles. Ensures that the stage is clear and that all stage equipment is put away at the end of a call.

- Supervises or performs the set-up, testing and operation of technical sound equipment to maintain correct sound levels, amplify and enhance sound during live performances. Monitors audio signals to detect quality deviations or malfunctions.
- Supervises or performs the set-up, testing and operation of technical lighting equipment during live performances including hanging and focusing lights, and installing electrical effects.
- Maintains and sets up the theatre intercom and show feed system.
- Supervises or performs the rigging of stage equipment and masking, and the set up of scenery.
- Maintains up to date technical drawings for the theatre.
- Participates in production meetings and cue rehearsals.
- Oversees load in and load out of equipment.
- Makes recommendations for the capital and operational requirements of the theatre. Research and orders materials and equipment upon approval by the General Manager. Carries out periodic inventory checks. Communicates with suppliers regarding product availability, cost, and shipping and delivery details. Arranges for installation of new equipment by the appropriate person, department, or external supplier. Picks up back line requirements, when necessary.
- Resolves technical problems during set-ups or performances by determining an alternative solution. Reports deficiencies and ongoing problems to the appropriate parties.
- Installs, cleans, checks, sets up, repairs, maintains, and stores a variety of equipment including microphones, cables, spotlights, direct input boxes, playback and recording devices, sound altering devices and staging equipment.
- Ensures safety and security in the facility by performing regular facility and equipment inspections and immediately correcting or reporting any deficiencies, monitoring use and users, advising users to discontinue unsafe use of the facility and equipment, and reporting unsafe use to the General Manager and/or the Occupational Health and Safety Advisor.
- Demonstrates the safe methods of equipment use to students. Encourages students to achieve professional competence in technical theatre activities by assisting and advising students with technical and non-technical problems and supporting the learning activities of students in the absence of an instructor.

- Compiles, reviews and forwards performance and event reports.
- Records, updates, and maintains files, lists and general record keeping.
- Recommends new procedures or improvement to existing procedures.
- May be required to take training and act in the capacity of a floor warden as part of the College'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

- Thorough knowledge of the operation of a live sound system and of live audio recording.
- Thorough knowledge of a theatrical lighting system.
- Thorough 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 the regulations, policies and procedures governing the use of the performing arts theatre.
- Working knowledge of the objectives, methods, and contents of the courses offered in the performing arts programs.
- Working knowledge of word processing, e-mail applications and computer aided drafting software, such as Vectorworks.
- Ability to perform work accurately and speedily within tight time frames.
- 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, both orally and in writing.
- 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 college 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.

- Ability to plan, schedule, assign, supervise and review the work of employees to effectively meet deadlines, and to provide on-the-job training and orientation.
- Ability to compose and produce routine and non-routine correspondence.
- Ability to keep accurate records.
- Ability to be flexible in outlook and approach, and to accept feedback.
- Skill in maintaining, checking, and cleaning equipment and making minor repairs.
- Skill in the use of small hand tools.
- Skill in installing equipment.

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 stage carpentry. Training in fire safety and building evacuation, or willingness and ability to undertake training.
- Five years of technical theatre experience including experience in audio, lighting, stage carpentry and rigging in the live performance industry in a comparable facility with comparable programming and including supervisory experience.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- First Aid Certificate or willingness and ability to undertake certification.
- A valid class 5 BC driver's license.