

# JOB DESCRIPTION

DATE 16<sup>ST</sup> January 2022



## Head of Automation

Reporting to Technical Direction, the Head of Automation will lead the Automation Department to establish safe and consistent operations of all Automation systems including training of the Automation team and managing the day to day operations of the department. You will work with the automation show crew, maintenance crew and other technical departments to achieve common goals and maintain the strategy of a safe working environment at all times. Additionally, the employee will participate in the development of systems, interfaces together with operational and maintenance procedures.

As Head of Department you will be responsible for managing the installation, maintenance and operation of all automated show elements and systems in a safe and consistent manner for the Laperle theatre.

## Roles and responsibilities

- During cast change and changes to the show, supervise the Automation Crew in the development of the show and the department.
- Manage the programming and documentation of changes of all automation cues. Train the operators in programming and cueing of the Show.
- Manage and direct the Automation department, evaluate and manage staff performance, hire new employees.
- Forecast the yearly Automation budgets and capital expenditures in conjunction with the Technical Director.
- Direct all maintenance, troubleshooting and repair of all Automation show systems, develop inspection and maintenance schedules and procedures.
- Create schedules for all maintenance activities and training plans.
- Create and evolve training and backup plans for all Automation systems and personnel in the department, coordinate these backup plans with other departments and Stage Management.
- Maintain a safe working environment by conforming to all established safety policies and procedures, participate in required safety classes and emergency rescue procedure training.
- Communicate with the Automation System Vendors and manufacturers for updates and repairs.
- Maintain and update the Automation System installation specifications, inventory of supplies and equipment as well as inspection and maintenance records.
- Coordinate with other Departments, Technical Directors and Stage Management for the running of performances and rehearsals.
- Be responsible to advise on the safe use of automated systems.

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- Evolve safety programs within the entire Technical team.
- Adhere to and enforce Safety policies
- With the entire Technical Team, establish emergency procedures for show systems, and personnel safety and rescue. Ensure the Automation Team is trained and rehearsed in these procedures.
- Work with the Creation and Artistic team regarding changes, development and evolution of the show.
- Operate all automation control console in a safe and consistent manner for performances, artist training, and maintenance operations.
- Maintain cue track documentation.
- On an as needed basis, maintain and service the Automated Fly/Stage Lifts system and scenery within the theatre.
- Development of an inspection schedule to ensure the Automation equipment is annually inspected and maintained including all electronic, hydraulic and motorized equipment systems and participate in such inspections regularly.
- Participate in the ordering and procuring of department supplies.
- Participate in the usage and upkeep of a computerized maintenance management system, for all record keeping and inventory needs.
- Maintain a flexible schedule for work calls, special events, rehearsals, training, maintenance and evening show performances.
- Develop a thorough knowledge of all Automation Department equipment specific to the production in order to operate it safely.
- Participate in special projects, including the installation of new automated show elements as directed.
- Participate in department training and development process.
- Have ability to troubleshoot electrical and mechanical problems to enable a smooth and continued show.
- Perform other tasks and projects assigned by the Technical Direction.

### Qualifications

#### Education

- College Degree or equivalent experience in automation, theatre or a related field. Experience
- 3 to 5 years of operational manager experience with large-scale theatrical automation systems.
- 3+ years of experience troubleshooting and/or maintaining large-scale theatrical automation systems.
- Experience with Stage Technologies Chameleon Software.
- Experience with FTSI Navigator Software.
- Familiarity of MS Windows and MS Office Systems.
- Good knowledge of networks systems, electrical, mechanical and control theory.
- Understanding of PLC based automation systems.
- Familiarity with OSHA or IOSH guidelines.
- Experience using a CMMS or any other work order based preventive maintenance database system.
- Experience with troubleshooting robotic systems is an asset.
- Wood/Metal fabrication skills are an asset.
- Fluency in English is essential.
- Ability to read and interpret electrical and/or hydraulic schematics.
- Ability to use AutoCAD is an asset.