

JOB DESCRIPTION

DATE	2 nd April 2021	DEPARTMENT	TOD: Technical
APPROVED BY	Anton Montaut Technical Director	REPORTS TO	Technical Director



Assistant Technical Director

Reporting to the Technical Director, the Assistant Technical Director will assist in leading the Technical Department to establish safe and consistent operations of all related systems including training the team and managing the day to day operations of the Technical department. You will work with the show crews, maintenance crews and show support departments to achieve common goals and maintain the strategy of a safe working environment at all times. Additionally, the employee will participate in the continued development of the Technical systems, operational and maintenance procedures.

As part of the management team you will assist in the managing the installation, maintenance and operation of all Technical elements of the show and systems in a safe and consistent manner for the La Perle theatre.

Roles and responsibilities

Specific Job Functions –

- Purchasing Coordination and Stock Control
- Centralized Maintenance Management System Administrator
- Weekly Scheduling and Rotation Supervision
- Maintenance Coordination
- SOP Administration
- Documentation Management
- Dark Maintenance Planning
- Time Management Coordination
- Oversee Show Operations and Training Roles and Responsibilities
- Responsible for the management of the Technical operations in a safe and consistent manner.
- Responsible for overseeing the Technical department during work calls
- Planning and managing staff requirements and schedules.
- Responsible for the Technical team to ensure proper work methods are followed for installation and maintenance of all Technical equipment including Lighting, network & dimming systems, Video, Projection, SFX, Automation, Pyrotechnics, Carpentry and Props, Moto, Aquatics, Rigging, Performer flying, Audio, including backstage communications, HVAC & building management Facilities in a safe and consistent manner for the LaPerle Theatre and associated venues.
- Ensure that Technical equipment is set up properly and consistent with the show concept through regular maintenance and inspections.

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- Ensure all personnel are trained in a safe and consistent manner for performances, artist training, and maintenance operations.
- Ensure inspections and maintenance of Technical equipment and systems are carried out and maintenance and inspection records updated as required.
- Direct and manage the Technical Department in a comprehensive program for system and equipment maintenance, daily inspections and related procedures, troubleshooting, and associated record keeping through the use of CMMS database, and electronic cloud based file systems.
- Maintain a safe working environment by conforming to all established safety policies and procedures; participate in all required safety classes and emergency rescue procedure trainings.
- Lead and manage special projects which include, but are not limited to, the research and development of equipment upgrades and implementation.
- Maintain a flexible schedule for work calls, special events, rehearsals, training, maintenance and evening show performances.
- Coordinate the maintenance and inspection records
- Participate in special projects, including the installation of new show elements as directed.
- Adhere to local and international Health & Safety regulations pertaining to the safety of equipment, and comply with safe working methods;
- Follow and coordinate the equipment and inventory management procedures and requirements as required by the company. Utilize the tools and procedures to maintain inventory and equipment data.
- Act as an ambassador for the company and uphold its values.
- Coordinate the hiring of new technical staff, personnel development incentives and evaluations.
- Assist in managing the departmental budgets and capital expense projections
- Perform other tasks and carry out projects as assigned by Technical Director

Qualifications

Education

- College diploma (or degree) in live entertainment or theatre production (or equivalent work experience).

Experience

- 5-7 years of management in a theatre, acrobatic or dance show environment.
- 2-3 years minimum experience at working at heights.
- 2-3 years minimum applied management training of experience.

Other Skills

- Strong computer knowledge
- Personnel management experience
- Financial and Purchasing experience
- Flexibility, autonomy, team player
- Great communication skills
- Great organizational skills
- Conflict management skills
- Ability to handle contingencies and work well under pressure;
- Knowledge of Microsoft Office Suite Software
- Fluent in English (Written, Spoken) is required.