

DATE

29<sup>th</sup> October 2019



## Automation Maintenance Manager

Reporting to the Head of Automation, the Automation Maintenance Manager for is responsible for leading and managing the Automation Technicians to install, maintain and operate automated show elements and systems in a safe and consistent manner to ensure equipment is ready and operational for the performances. The Automation Maintenance Manager oversees the maintenance of the integrated electrical/mechanical automation systems and scenic elements. The Automation Maintenance Manager 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 the automated systems, interfaces and operational and maintenance procedures.

### Roles and responsibilities

- Operate the automation control console in a safe and consistent manner for maintenance operations, inspections, bump checks, performances, artist training, as required.
- Maintain inspection documentation and participate in cue track rotation as directed.
- On a Daily, or as needed basis, maintain and service the Automated fly and robotic system and Properties within the theatre.
- Participate in the ongoing development of an inspection schedule for the installations and participate in such inspections regularly.
- Inspect and maintain electronic and motorized equipment and systems.
- Update maintenance and inspection records as directed.
- 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.
- Maintain a safe working environment by conforming to all established safety policies and procedures.
- 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.

## JOB DESCRIPTION

- Promote and update departmental and company standard operating procedures in order to maintain the safe and consistent operations of all scenic elements.
- Perform other tasks and projects assigned by the Head of Automation.

### Qualifications

#### Education

- College Degree or equivalent experience in automation, theatre or a related field.
- 1 to 3 years of operational experience with large-scale theatrical automation systems.
- 1+ years of experience troubleshooting and/or maintaining large-scale theatrical automation systems.

#### Experience

- Minimum of five years' experience as a professional Automation Technician.
- Experience with Stage Technologies Chameleon and 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.
- Ability to read and interpret electrical schematics
- Ability to use AutoCAD is an asset.

#### Other Skills

- Problem-solving skills.
- Proven leadership skills in an entertainment industry setting.
- Fall protection and safety training.
- Basic rigging (is an asset but not required).
- Mechanical and Pneumatic skills (is an asset but not required).
- Good communication skills.
- Fluency in English (written and spoken) is required.