

# Assistant to the Technical Director

(Full or Part-Time Hourly Position / 8-16 week contract )

## Canada Summer Jobs

### ABOUT THE CAPITOL

The National Historically Designated Cameco Capitol Arts Centre is located just 1 hour from Toronto in beautiful and historic Port Hope. One of Canada's first "Talking Picture Houses", built in 1930 and in operation as a multi-entertainment venue since 1995, the Capitol has enjoyed growth over the past five years and is poised for the next chapter in its evolution. The Capitol draws top industry talent for its professional productions as well as highly talented locals for our community initiatives in two performance spaces. Operating year round, the Capitol offers Live Theatre, Concerts, TIFF Films, MetHD Opera and much more.

The Capitol theatre is seeking an individual for the position of **Assistant to the Technical Director**. This position is funded by the Canada Summer Jobs Program, and is available to applicants between the ages of 15-30 years old. The Canada Summer Jobs Program is traditionally offered for employment opportunities throughout the summer months however due to the Covid-19 pandemic, the funding for this program has been extended to accommodate positions with a **maximum contract of 16 weeks** from employment start date. **The contract will end by February of 2021.**

### PRIMARY FUNCTION

Reporting to the Technical Director, Production Coordinator and Artistic Director the primary responsibility of the Assistant Technical Director is to support the technical aspects involved in the preparation, creation and implementation of a play/performance. This position will offer hands on experience in the areas of lighting, sound, projection, set construction and rigging practices. An exciting opportunity for a young professional to learn, plan and manage the technical aspects of production related to performances and events at The Capitol Theatre.

### DETAILED DUTIES & RESPONSIBILITIES

- Support the technical aspects involved in the creation/implementation of a play/performance/event
- General supervising, assisting and overseeing the technical aspects of a production (ie lighting, sound, scenic elements and projections)
- Working with and assisting the designers
- Collaboration with all team members in the technical and production teams to ensure smooth execution of performances
- Conversant in Q-Lab, CAD Software, ETC programming language and Digital Sound Consoles
- Running lighting, sound and projections for shows/events
- Develop the ability to prioritize and delegate
- Empowered to make decisions using critical thinking skills
- Maintenance of theatre equipment
- Maintenance and organization of costumes and properties

### QUALIFICATIONS

- **Experience or training:** Post secondary degree from a recognized technical training institution or currently studying in a recognized technical training program or an equivalent combination of education and theatre experience.
- Computer proficiency in Microsoft Office (Excel, Word), GSuite (Cloud Computing, Google Docs) and other software applications are required. Also, QLAB, ETC programming language and digital sound consoles.
- Hands on and demonstrated experience in the areas of lighting, sound, projection
- Ability to speak, read and write English

### Skills:

- Strong organizational and time management skills
- Ability to multitask and prioritize assignments and tasks
- Computer skills
- Working at Heights Training/Certificate
  
- Strong communication and interpersonal skills
- Demonstrated leadership skills
- Occasional physical effort may be required
- An adaptable self-starter who can anticipate, identify and solve problems
- Positivity and a strong work ethic

**Hours & Compensation:** This position is full or part time, comprising 280 hours spread over an 8-16 week period. This position is funded by the Canada Summer Jobs Program, and is available to young people between the ages of 15-30. This position requires availability during regular business hours, evenings and weekends. There is some flexibility regarding availability, though there will be key time periods where availability is required. The chosen candidate will be expected to work **15-35hrs/week**. Hourly wage of **\$18/hr**.

**How to Apply:** Interested candidates should email their CV to [jobs@capitoltheatre.com](mailto:jobs@capitoltheatre.com) and include **Assistant Technical Director (CSJ)** in the subject line. The Cameco Capitol Arts Centre is actively interested in supporting BIPOC peoples and members of the LGBTQ+ communities and we encourage members of those communities to apply. We thank applicants for their interest, however, only those advancing in the process will be contacted.