

## **HOUSE TECHNICIAN**

### **FULL-TIME SALARIED POSITION**

Reporting to the Director of Production and Artistic Director, the House Technician will lead the daily operations of the Mainstage and Sculthorpe Theatres to deliver a high standard of artistic and technical integrity. The ideal candidate for this role is an individual looking to join a small team of like-minded professionals, while collaborating with designers and production staff, to create meaningful theatre experiences for our community. This person has the ability to manage multiple projects at the same time in a fast-paced environment that requires flexible working hours to include a mix of daytime, evening and weekend shifts. We are seeking an adaptable self-starter who can anticipate, identify and solve problems, while offering recommendations to improve. The Capitol Theatre is building our internal systems for a more sustainable future and we are seeking a candidate who is interested in helping us build a great place to work and collaborate.

#### **DUTIES & RESPONSIBILITIES**

- The primary responsibility of this position is to support the technical requirements of all Mainstage theatre productions at the Capitol.
- Act as the ambassador for both theatre spaces (Mainstage and Sculthorpe), maintaining their upkeep and ensuring that artists and community members feel welcome and supported when working together at the Capitol.
- Communicate with all artistic and technical staff using the theatres and assist in planning for both productions and special events. Most specifically, the House Technician will communicate directly with lighting and sound designers.
- Support all technical requirements during Mainstage production tech weeks.
- Act as operator for lighting and/or sound for all Mainstage and Sculthorpe theatre productions and special events.
- Participate in all crew calls for load-in, hang, focus, and strike for every production and all special events.
- Maintain and operate the projector for multipurpose use.
- Maintain all sound, lighting, and video systems, and ensure smooth functioning of all stage machinery in both theatre spaces.
- Maintain an accurate inventory and organization of all technical equipment.
- Perform other technical duties as assigned by company leadership.
- Support the Director of Production with facility rentals as required.
- Provide technical guidance and expertise as appropriate.

#### **NECESSARY QUALIFICATIONS**

The Capitol Theatre values real-world experience, in addition to education, so please reach out if you have questions about suitability for the role. We are eager to build an inclusive learning environment for the right person to thrive.

**Education:** Post secondary degree from a recognized technical training institution or an equivalent combination of education and professional experience.

**Experience:** 2 to 4 years professional experience in a variety of aspects of technical theatre.

#### **Skills:**

- Experience working directly with theatre lighting and sound systems, including board programming, live sound mixing, and a variety of technical set-ups.
- Experience working with digital projectors for a variety of uses.
- Some knowledge of structural and mechanical construction for the stage, both materials and techniques, including rigging and painting is an asset.
- Ability to comfortably and confidently work at heights, both on ladders and scaffolding. Working at heights training is considered an asset, but not necessary.
- Experience with Vectorworks and Lightwright is considered an asset.
- Physical abilities with regards to lifting and moving of scenery, climbing ladders, loading and unloading trucks, hanging and focusing lights, and other typical theatre functions.
- Strong scheduling, planning, and organizational skills.
- Proficiency with Microsoft Office Suite (Excel, Word) and GSuite (Cloud Computing, Google Docs).

- Extremely strong interpersonal and communications skills with the ability to communicate with artists to achieve success.
- Strong work ethic that will enhance and assist in the evolution and growth of the organization.
- Passionate, innovative, resilient, entrepreneurial, collaborative, creative, and (hopefully) a sense of humour.

**Compensation:** Salary Range \$50-\$55k, based on experience

**How to Apply:** The Cameco Capitol Arts Centre is an equal opportunity employer and we encourage candidates of all backgrounds to apply. We thank applicants for their interest, however, only those advancing in the process will be contacted.

**Applications will be accepted until the position is filled, so early applications are encouraged.**

Interviews are planned for January and February. The expected start date is mid-February to March; however, the exact timing is flexible.

Interested candidates should email their CV along with a Covering Letter to:

**Katherine Smith, Director of Production** at [jobs@capitoltheatre.com](mailto:jobs@capitoltheatre.com)

Please include "HOUSE TECHNICIAN" in the subject line

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#### **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 Theatre is a not-for-profit organization which produces professional theatre in a small community setting. Our professional productions are the core of our operations, but we also present live music, film, HD MetOpera, and community performances throughout the year in two distinct theatre spaces.

We are looking to build an all-star team, so if you possess a vibrant personality, strong technical management skills and have a passion for bringing new ideas forward and working towards a common goal, apply for this opportunity!