



GREAT CANADIAN THEATRE COMPANY

ASSISTANT TECHNICAL DIRECTOR Job Posting

COMPANY OVERVIEW

Great Canadian Theatre Company (GCTC) has successfully produced professional contemporary theatre in Ottawa since 1975 with a commitment to the advancement of Canadian theatre and the creation of Canadian plays. Our mandate is to produce theatre that "provokes examination of Canadian life and our place in the world".

GCTC's facility includes a 262 seat, modern Mainstage theatre and a flexible black box Studio Theatre at the Irving Greenberg Theatre Centre. We embrace our responsibility to mentor artists, provide professional development, and share our resources with the artistic community.

THE POSITION

It is expected and recognized that all GCTC employees participate and play a vital role in forwarding the artistic vision and mandate of the organization, and in the promotion and health of the organization and the people who work here.

GCTC is seeking an ASSISTANT TECHNICAL DIRECTOR to join our production team for a full-time, seasonal position during our 2023-24 season. The anticipated start date for this position is **September 19, 2023**.

Reporting to the Production Manager and Technical Director, the ASSISTANT TECHNICAL DIRECTOR is an integral member of the Great Canadian Theatre Company who shares, supports and contributes to the values of the organization and works hard to promote these efforts in their day-to-day to work collaboratively, cooperatively and respectfully, to resolve conflict, to facilitate timely decision-making and to ensure a healthy and safe work environment for all.

The ASSISTANT TECHNICAL DIRECTOR is a key member of a 5-person, full-time IATSE production crew. The crew works collaboratively with management to execute the production requirements of all activities for the company.

In addition to being a technician on staff, the ASSISTANT TECHNICAL DIRECTOR may work as primary department head from project to project (e.g. Lighting, Sound or Set Construction, depending on expertise, project demands and development opportunities).

SCHEDULE AND HOURLY RATE

The ASSISTANT TECHNICAL DIRECTOR is employed full-time for a guaranteed minimum of thirty-eight (38) work weeks per year. The ASSISTANT TECHNICAL DIRECTOR is guaranteed a minimum of forty (40) hours each week. Overtime hours are paid according to the terms and conditions of a collective agreement.

The candidate for this position must be a member in good standing of IATSE Local 471 in Ottawa. The IATSE Union's Collective Agreement with GCTC sets terms for vacation weeks, minimum hours, work breaks, and other regulations for scheduling and pay.

The ASSISTANT TECHNICAL DIRECTOR will, at times, act as an operator on show calls or rehearsals for activities on the GCTC Mainstage or in the GCTC Studio Theatre. As such, it is expected that the ASSISTANT TECHNICAL DIRECTOR will vary their schedule in coordination with the rest of the production team, depending on their assigned role, and the needs of the production.

Regular Hourly Rate: **\$28 - \$30 / hr**, subject to the Collective Agreement.

The candidate should expect to work evenings and weekends in this position.

ASSETS AND AREAS OF EXPERTISE

It is considered an asset if ASSISTANT TECHNICAL DIRECTOR candidates have a firm working knowledge of **Set Construction (theatrical construction methods, carpentry or cabinetry skills, etc.)** as well as one the following areas of expertise, and a desire to develop any missing and related skills.

- **Live Sound Mixing (mixing live music, live audio effects, etc.)**
- **Operate and program lighting consoles**

Ideally, this knowledge would include standard design practices, equipment maintenance, and operation.

KEY RESPONSIBILITIES

- In collaboration with the Production Manager and Technical Director, fulfill technical activities and expenditures for the company
- Collaborate with the leadership to oversee all regular and part-time production crew
- Work in a non-departmental production team and support a diverse range of disciplines including e.g. scenic painting, props construction and wardrobe cutting, maintenance, and sewing
- Act as a leader for the production department by championing the company's Health and Safety Guidelines, Healthy Workplace Policy, and the Production Department's Statement of Success
- Foster an inclusive, accessible and healthy working environment
- Support individual crew members in their professional development, and provide guidance and encouragement on special projects
- Operate lighting and/or sound equipment for GCTC Mainstage or Studio activities
- Work with Production Department staff and members of the creative team (directors, stage management, designers) to ensure that all productions are realized to the highest artistic standard
- In conjunction with the Production Manager and Technical Director, execute technical budgets, develop material estimates and construction schedules, as required
- Meet with designers to discuss preliminary and final design plans, and assist in analysing and interpreting plans to determine materials and labor estimates
- Support the team in set construction duties and technical work
- Analyze and fulfill technical riders for shows presented by the company
- Liaise and work with rental and partner companies to fulfill their technical needs
- Track the inventory of the technical equipment and maintain it in good working order
- Other related duties as assigned

QUALIFICATIONS

- Outstanding interpersonal skills, including the ability to interact with all staff and artists in a professional, confidential and tactful manner (both verbal and written)
- Proven knowledge of healthy workplace practices
- Post-secondary degree in the technical/production field, or equivalent work experience

- Extensive knowledge of best practices in stagecraft and theatre production, from a range of practices and disciplines
- Excellent attention to detail, accuracy and problem-solving skills
- Ability to work independently, prioritize tasks, meet deadlines and exercise good judgment and initiative
- Ability to manage multiple, competing priorities successfully in a fast-paced work environment
- Experience in leading Production crew on Theatrical productions
- Proficiency in MS Excel, Google Workspace, Gmail, calendars, etc.
- Creation and modification of CAD drawings is considered an asset for this position

APPLICATIONS

GCTC is proud to be an equal-opportunity employer and strongly supports and values diversity in the workplace. We know that multiple viewpoints and diverse experiences within a team make for the best problem-solving and creative thinking. If your experience is *this* close to what we're looking for, please consider applying. Applications from all interested candidates are welcome.

Interested parties should apply with cover letter and resumé, detailing all relevant experience to:

BY EMAIL: To Production Manager - jobs@gctc.ca
Please ensure your emailed application includes **ASSISTANT TECHNICAL DIRECTOR** in the subject line.

BY MAIL:

Production Manager
RE: ASSISTANT TECHNICAL DIRECTOR Search
Great Canadian Theatre Company
300-1227 Wellington Street West
Ottawa, ON K1Y 0G7

Applications must be received by 4pm on Monday August 28th 2023

We will reply in a timely manner to acknowledge receipt of your application. Thereafter, only those selected for an interview will be contacted.