



Job Description

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| Job Title: Assistant Technical Director | Reporting to: Technical Director |
| Location: Calgary Alberta | Type of Position: Seasonal Contract |
| Division: Company | Department: Production |
| Direct Reports: Production crew as determined by Technical Director | |

Purpose: Reporting to the Technical Director, the Assistant Technical Director is responsible for assisting in all maintenance and building of productions and supervising the operations of the Alberta Ballet warehouse. The Assistant Technical Director will assist the Technical Director with the day-to-day management of the production department and function as the production contact for Alberta Ballet School.

Key Deliverables/Responsibilities

1. Company Production
2. Alberta Ballet School Production
3. Budgets
4. Facility Management
5. Leadership and mentorship.

Detailed Tasks Associated with Key Deliverables

1. Production

- Work closely with the artistic personnel to ensure that all production elements are provided as necessary for rehearsals and performance.
- Collaborate with designers and other members of the artistic department in the planning and creation of new productions. Plan and coordinate scenery and props builds. When remounting existing shows without designers present, plan and coordinate scenery and props maintenance.
- Schedule and supervise maintenance of the technical equipment within applicable budgetary guidelines and safety requirements.
- Ensure safe and clean working conditions at the warehouse.
- Sourcing and collecting supplies locally during builds, maintenance and when the company requires supplies while at the venue.
- Manage all production needs for Company donor and special events.

2. Alberta Ballet School Production

- Manage all production needs for ABS events, adjudications, showcases and the Year End Performance.
- Sourcing production equipment and rentals required on a show by show basis.
- Schedule and supervise installation of school productions in venues locally.

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- Develop crew calls by liaising with each venue's technical personnel and provide schedules and crew calls to the venue head techs.
- Schedule production transportation to and from the School/Warehouse to venue and back.
- Supervision of load ins and load outs of performance venues.

3. Budgets

- Be responsible for costing of projects as delegated by the Technical Director and keeping projects within budgetary guidelines set by the Director of Artistic Operations.
- Effectively communicates emergency situations in a timely manner to co-workers and supervisor as required. Completes required documentation in an accurate and timely manner.

4. Facility Management

- Develop and maintain database inventories for scenery, soft goods, properties, lighting, and shop equipment.
- Develop and maintain a ground plan for the warehouse space.
- Manage the organization of warehouse storage.
- Reply to inquiries relating to equipment usage.
- Ship and receive equipment and deliveries.
- Repair and maintain crates, dollies and equipment.
- Routinely maintain a clean shop space.
- Tidy work spaces, keep all tools and PPE organized and up to date.
- Arrange dumpster emptying when necessary.
- Coordinate cardboard recycling pickups, as necessary.
- Take hazardous materials to safe disposal facilities.
- Take batteries, light bulbs, electronics, etc. to appropriate recycling facilities.
- Clear back lot of litter and debris.
- Replace dead light tubes/bulbs.
- After each snowfall, shovel and salt all doorways and exterior stairs.
- Arrange snow plowing for front and back lot.
- Support monthly safety inspection with the Joint Health and Safety Committee and make arrangements to execute any required action.
- Weekly inspection of forklift, track using inspection form.
- Communicate building-related repair requirements with landlord and building management company (leaks/damage to roof, cracked exterior glass, damage to exterior of building, etc.).
- Conduct and document bi-annual fire drill.
- Develop and maintain safety inspection archive on shared drive.
- Manage and update SDS binder, oversee safe storage and handling of hazardous products.
- Maintain warehouse safety binder, bulletin board signage, and safety/emergency documentation in shared drive.
- Track replacement dates for emergency eye wash station, first aid kits, and air horns.
- Recurring inspections and maintenance of shop tools and PPE:
 - Blade sharpness on table saw, mitre saw.
 - Blades for Sawzall's, jigsaws, hand saws

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- Grinding discs
 - Replace drill bits, sand paper, and other parts as needed
 - Track, repair, or replace broken tools
 - Replace any missing or necessary PPE
 - Oil for air compressor
 - Routinely empty dust collectors
 - Arrange and document annual third-party forklift safety inspection.
 - Arrange and document annual third-party fire extinguisher inspection.
 - Update annual job hazard assessments for production crew and shop work.
 - Identify and address safety considerations for all current and new work processes.
 - Develop emergency procedures and best work practices for hazardous warehouse tasks.
 - Participate in the Alberta Ballet Joint Health and Safety Committee.
 - In collaboration with the Joint Health and Safety committee, contribute to the active growth and development of safety awareness and practices at Alberta Ballet.
5. Leadership and Mentorship
- Communicates our mission and values to all stakeholders.
 - Provides for a comfortable and safe place to work.
 - Motivates and develops direct and indirect reports.
 - Contributes to good inter-departmental communication and interpersonal relations.
 - Attends all staff meetings and informs direct reports of significant events.

Qualifications

- Must have good working knowledge of Microsoft Office Suite, and computer drafting in either Vectorworks or AutoCAD. 3D capability is an asset.
- Knowledge of scenery construction, lighting, audio, video, and special effects for the stage with a minimum 5 years experience working in a performance theatre environment.
- Must be fully versed in the operation of all theatrical equipment.
- Extensive background in technical theatre, preferably in a variety of capacities.
- Sound interpersonal, team building skills, and a positive attitude.
- 1-2 years Management Experience.
- Valid First Aid, Forklift Certificate.
- Must be a full member of IATSE 212 or have sister status with IATSE 212 if from an outside local. Must be Pink Card eligible.

Working Conditions / physical requirements

- Shift work including regular evening and weekend work.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands, and speak and hear. The employee must lift and/or move up to 50 pounds.
- Must be prepared to use his or her own personal vehicle for occasional company business, and will be reimbursed for such use on a per kilometer basis.
- A demonstrable ability to handle a deadline oriented, fast paced environment.

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- Experience driving 5-ton trucks considered an asset.
- Primarily working at the warehouse when not on site for events/productions. Will be occasionally required to attend meetings at head office.

Key Relationships

- Foster productive working relationships with the Designers, Rehearsal Directors, Artistic Director, Production Department, Stage Management, Wardrobe, Project Managers/Consultants well as with representatives of the School of Alberta Ballet.
- Ensure working collaboration with Alberta Ballet administrative staff.
- Foster good relations and communication with a variety of interest groups, these include suppliers, IATSE locals, the performing arts industry and the community at large.
- Act at all times in the best interest of Alberta Ballet in promoting its artistic objectives.

Budgetary Duties/Authorizations

- Comprehensive budget tracking and financial reporting to the Director of Artistic Operations on a biweekly basis.

Direct Reports / Supervisory Duties

- Scheduling and supervision of seasonal and casually employed production staff, including IATSE personnel as required.

The position of Assistant Technical Director is an IATSE management position with days and hours of work to be determined by the Technical Director. This position is subject to the conditions set forth in the IATSE/Alberta Ballet Collective Bargaining Agreement. A Police and Vulnerable Sector Check will be mandatory.

Date and signature of employee