



**VERNON & DISTRICT
PERFORMING
ARTS CENTRE
SOCIETY**

Vernon & District Performing Arts Centre Society
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Career Posting – Assistant Technical Directors (FT & PT+)

The Vernon & District Performing Arts Centre (VDPAC) has immediate openings for two (2) creative, experienced, career-oriented ASSISTANT TECHNICAL DIRECTORS to join our dedicated and highly-accomplished staff as key members of our Technical Department.

The VDPAC Society operates the beautiful 750-seat, (500 main, 250 balcony), proscenium theatre and Marie Fleming Studio, (rehearsal & recording studio/small performance venue), as both the Okanagan's premiere Presenter, (annual SPOTLIGHT Season), and busy rental facility, (235 dates in 2019), with our own Ticket Seller box office; and new in-house HD Video & Digital Audio recording and streaming production capabilities, (Visit: www.vdpac.ca & www.ticketseller.ca).

Candidates for the FT Assistant Technical Director (ATD1), or the PT+ Assistant Technical Director (ATD2) positions, will have proven technical theatre production experience; assist & support VDPAC's Technical Director in any & all technical department functions; be experienced lighting and/or sound operators; assist in the scheduling & mentoring of casual technical trainees, backstage crew and/or temporary student placements; will be highly organized, detailed, thorough, and excellent communicators in assisting with touring company crews, local user groups & VDPAC's SPOTLIGHT Presentations; will assist with concert & event staging, as well as Building Maintenance staff; and will help ensure best practices in the safe operation of the technical department & the theatre in general are employed and adhered to consistently.

Venue Technical Assistants & Duties:

- Report to & works with VDPAC's Technical Director;
- Support management of all technical aspects of production & performance in the theatre;
- Conduct the backstage operations, providing effective leadership for VDPAC's casual technical staff & backstage crew;
- Assist in the coordination of all technical needs of each Presented, rental & touring company shows or events and to resolve any technical production challenges;
- Work hands-on with touring & user groups in a variety of functions (lighting, sound, video, carpentry, rigging, special effects), including load-ins/load-outs & operation of lighting & sound consoles, fly lines, etc., during shows;

Qualifications... 2/

- Assist in the staging of special events, (ie. VDPAC's OnSTAGE Concerts and/or FOCUS Online streamed events, etc.);
- Assist other VDPAC departments with technical requirements for events, season launches & special events, as required;
- Maintains & operates all theatre facilities & equipment in accordance with safety standards & legal regulations.

Qualifications:

- Post-secondary education in an accredited technical theatre program; or equivalent experience & proven ability in technical production, (lighting and/or sound operation);
- Preferred operational knowledge of modern theatre technical systems, including:
 - ETC ION Lighting Console
 - DiGiCo SD9 & S31 Digital Mixing Consoles
 - NewTek TriCaster 410Plus Live Production System
 - Counterweight and hemp fly systems
- Demonstrated ability in technical production, (ie. audio, lighting, video, carpentry, rigging, special effects & theatre construction techniques, etc.);
- Ability to provide backstage direction & support to clients; and to motivate VDPAC's casual crew to ensure the safe, overall performance of the technical department;
- Good communication, reporting & oral instructional skills;
- Ability to help resolve any disagreements & to make constructive contributions to any arising technical or personnel situations with a variety of clients, if required;
- Time Management: Strong organizational skills, able to work unsupervised, with effective priority-setting to meet rigorous deadlines for assigned tasks;
- Understand & able to implement & enforce health & safety policies & protocols with clients & casual technicians, backstage crew;
- Proficiency with computer software programs, including AutoCAD/Vectorworks, Q-Lab & Microsoft Office programs;
- Preference will be given to candidates with the following current certifications:
 - LPEC, LE, or FE
 - Fall Arrest
 - Aerial Work Platform (Scissor Lift)
 - Pyrotechnician
 - PAL – both Restricted and Non-Restricted
- Able to work a flexible schedule including evenings, weekends, late nights & early mornings as VDPAC's performance schedule will likely require;

- Must be physically able to move various equipment & items of weight; climb & work comfortably at different heights, on catwalks, fly tower, etc.;
- A valid Class 5 Driver's License with access to own vehicle.

Additional Position Details:

- The **ASSISTANT TECHNICAL DIRECTOR 1** position (**ATD1**) is a **full-time, ongoing** position with a high-degree of flexibility in work hours & is available effective February 12, 2022;
- The **ASSISTANT TECHNICAL DIRECTOR 2** position (**ATD2**) is a **half-time+, ongoing** position to start, with a higher-degree of flexibility & with the opportunity for extra hours, overtime & advancement, in keeping with VDPAC's performance & special event schedule & is also available effective February 12, 2022;
- VDPAC is located in picturesque Vernon, BC, in the burgeoning Okanagan Valley and a relocation to/or residency within Greater Vernon, or the immediate North Okanagan region will be required for the FT **ATD1** position; and may be required for the PT+ **ATD2** position, (Relocation stipends are available, depending on candidates' situations);
- Salary range will be commensurate with experience & in keeping with industry standards, between \$46,000-\$50,840/yr. for ATD1; and \$21,840-27,500+/yr. for ATD2;
- VDPAC offers a generous benefits package including life, extended health & dental, paid vacation and flexible work schedule;
- VDPAC follows all Public Health Orders & maintains a "full vaccination" mandate for the safety of Staff, Volunteers, Patrons, Artists & Event Participants;
- Successful candidates will ideally start as soon as possible, (to be negotiated);
- These Job Postings will remain open until the two ATD positions are filled.

How to Apply:

Submissions must include:

1. Cover letter stating:
 - How this role complements and/or advances your past technical training & theatre experience: What will you bring to the VDPAC?;
 - Your availability (potential earliest start-date & any logistical considerations);
 - Salary expectations;
2. Updated Technical/Theatre resume;
3. Three most recent theatre references (will be contacted once shortlisted).

Please submit the above (as 1 attachment) with a brief covering email with the Subject: "**VDPAC Assistant Technical Director (ATD1 or ATD2)**" to: theatre@ticketseller.ca

VDPAC wishes to thank all those who express interest in these Assistant Technical Director positions, however only those selected for an interview will be contacted directly.

Land Acknowledgement:

The Vernon & District Performing Arts Centre Society (VDPAC) respectfully acknowledges that we live, work and play in the northern part of the unceded territory of the Syilx/Okanagan People and that many of the descendants of the Syilx/Suqnaquinx still live here.

Equity, Diversity & Inclusion Statement:

The Vernon & District Performing Arts Centre Society (VDPAC) is committed to diversity in the workplace and encourages all qualified candidates to apply and to self-identify, if they so choose. VDPAC is an equal opportunity employer and welcomes applications from a broad range of backgrounds, including but not limited to: race, ethnicity, indigeneity, gender, gender-identification, sexual orientation, class and physical ability—although the Technical Director position does require unimpeded physical ability. VDPAC is also a parent-friendly workplace, with several staff with school-age children.

Safe & Respectful Workplace Statement:

The Vernon & District Performing Arts Centre Society (VDPAC) is committed to practising a respectful work environment, free of harassment from co-workers, volunteers, patrons, artists and guests, and supports those who have experienced or witnessed toxic behaviours. VDPAC does not tolerate any behaviours that undermines the dignity or self-esteem of any individual; or which creates an intimidating, hostile or offensive environment. VDPAC invites all Artists and Staff to partner with us in speaking up against harassment and standing together in addressing such instances should they arise.