



**VERNON & DISTRICT  
PERFORMING  
ARTS CENTRE  
SOCIETY**

Vernon & District Performing Arts Centre Society  
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September 5, 2024

## Career Posting – Assistant Technical Director (Full Time)

**The Vernon & District Performing Arts Centre (VDPAC)** has an immediate opening for a creative, experienced, career-oriented ASSISTANT TECHNICAL DIRECTOR (ATD) to join our dedicated and highly-accomplished staff as a key member of our Technical Department.

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

Candidates will have proven technical theatre production experience; assist & support VDPAC's Technical Directors in any & all technical department functions; be experienced lighting and/or sound operators; assist in the scheduling, supervision & mentoring of casual technical trainees, backstage crew & temporary student placements; will be highly organized, detailed, thorough, & excellent communicators in assisting with touring company crews, local user groups & VDPAC's professional 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 equipment & the theatre in general are employed and adhered to consistently.

### Venue Technical Assistants & Duties:

- Reports to & works with VDPAC's Technical Director;
- Assists in managing all technical aspects of production & performance in the theatre;
- Works hands-on with clients in a variety of backstage operations, (lighting, sound, video, rigging, carpentry, etc), including operation of consoles, flylines, etc, during shows;
- Provides effective leadership for casual technical staff & backstage crew;
- Assists in the coordination of all technical needs of each show or event, and to help resolve any technical production challenges;
- Assists with development & operation of VDPAC's Marie Fleming Studio (MFS) as a small live performance space, recording studio & online streaming venue;
- Operates all theatre facilities & equipment in accordance with safety standards & legal regulations;

*Qualifications... 2/*

## Qualifications:

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- Post-secondary education in an accredited technical theatre program; or equivalent experience & proven ability in technical production;
- Demonstrated proficiency in Audio, including mic selection, placement, and equalization, mixing of FOH & Monitors for a variety of applications;
- Demonstrated proficiency in Lighting, including fixture selection, hang & focus, and programming for a variety of applications;
- Demonstrated proficiency in Video, including camera settings, operation, switching & desirably editing;
- Good writing & oral communication skills;
- Proven time management & organizational skills with keen attention to detail;
- Proficiency with computer software programs: AutoCAD/Vectorworks, Microsoft Office, Q-Lab, etc;
- Preference will be given to candidates with the following certifications & system proficiencies:
  - Emergency First Aid CPR-C & AED (CSA Basic)
  - LPEC, LE or FE
  - Aerial Work Platform (Scissor Lift)
  - Fall Arrest
  - Pyrotechnician
  - PAL – both Restricted and Non-Restricted
  - AutoCAD, QLab, ETC EOS, NewTek TriCaster 410Plus Live Production System
  - DiGiCo SD9 & S31 Digital Mixing Consoles
  - Counterweight and hemp fly systems
- Able to work a flexible schedule including evenings, weekends, late nights & early mornings as VDPAC's performance schedule will 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:

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- The **ASSISTANT TECHNICAL DIRECTOR (ATD)** position is a permanent, full time (40 hours per week), position with a high-degree of flexibility in work hours & with the opportunity for extra hours, OT, Double-OT compensation & advancement, is available immediately.

- VDPAC is located in picturesque Vernon, BC, in the burgeoning northern Okanagan Valley and a relocation & residency within Greater Vernon, or the immediate North Okanagan region will be required, (A relocation stipend is available, depending on the selected candidate's situation);
- Salary range will be commensurate with experience, at or above, the CAPACOA-published standards for "Non-profit Presenters", (\$55,640 to \$60,000/year with a review & potential adjustment after the first 3 months);
- 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);
- This Job Posting will remain open until the ATD position is filled.

## How to Apply:

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Submissions must include:

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

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

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

### Land Acknowledgement:

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*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:

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*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 Assistant 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:

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*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.*