



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Technical Director
Department	Theatre
Location	District Theatres
Reports to	Theatre Coordinator

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Under the supervision of the Theatre Coordinator, performs a variety of tasks related to the smooth functioning and operation of district theatre facilities.

TYPICAL DUTIES

- acts as a resource person to the tech club
- teacher's assistant to the Drama Department
- coordinates the set up and striking of shows in the lighting and sound areas for the school and community, upon consultation with performers where necessary
- responsible for the security care and maintenance of the lighting and sound equipment
- assists in the security of the Theatre building
- programs and operates the lighting and sound equipment for the performances as required

- assists the Theatre Coordinator in the day-to-day operation of the Theatre
- provides guidance, instruction and direction to volunteers
- performs all duties with a level of interpersonal skill appropriate to the position
- builds and modifies props and back drops
- maintains familiarity with Work Place Hazardous Materials Information System (WMIS) and Workers Compensation Board (WCB) safety regulations
- maintains the confidentiality of sensitive information

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of Grade 12
- Minimum of 2 years' experience in theatre operations
- Basic knowledge of computers, theatre lighting and sound equipment
- Basic skills in routine maintenance of the above equipment
- Two years post-secondary education in a related field
- Live Performance Electrical Certification (or working towards)

REVIEWED BY

Title

APPROVED BY

Title