



## Job Posting – Venue Technician

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**Engagement Period:** September 1st, 2023 to June 30<sup>th</sup>, 2024 (negotiable), with mutually committed days of work and priority access to additional days of work that arise.

**Application Deadline:** Until Filled

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### About Us

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group we take risks, we empower, we go beyond, and we listen. We embrace difference as something that challenges our understanding and provokes our growth. So, if you won't settle for the expected, you have found your team.

Gateway provides entry points for audiences and performers in three key areas: Artistic Offerings, Education and Community Rentals. Through our Artistic Offerings, we produce a breadth of stories that tackle the ideas, values and issues which reflect the diverse people of this city. We bring people together through shared artistic experiences that encourage dialogue and exchange. Our Education programming connects youth to the performing arts, including offering classes in acting, singing, and dancing. Where it is most transformative is beyond the stage, building confidence, self-awareness, and a sense of belonging in young people. Our Community Rentals program allows Richmond to celebrate its achievements, with thousands of people coming through our doors each year to participate in events put on by the public.

We are excited to be bringing Richmond together through the performing arts.

### About the Job

Venue Technician is a job classification under the Collective Bargaining Agreement between Gateway Theatre and IATSE 118.



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Registered charity: #11911 8875 RR0001



**Responsibilities will include:**

- Functioning as Crew Chief for events and productions on stage as required; providing oversight of other heads and their assistants such as Stage, Paint, Lighting, Properties, Sound, Projection, and Wardrobe
- Functioning as a running crew member for productions as required, reporting to stage management during show calls
- Setting up, operating and dismantling theatrical equipment such as lights, sound, projection, sets, props, scenery, costumes, counterweight fly systems and stage rigging
- Analyzing, organizing, advancing and executing designs and projects
- Ensuring the safe operation of all stage apparatus and machinery, including all components of the fly system (when applicable), orchestra pit, stage deck and soft goods
- Overseeing and maintaining the cleanliness of all stage areas, orchestra pit, control booths, sprinkler room, loading dock and all storage areas
- Maintaining a safe working environment for staff, colleagues, stage employees, and guests.
- Upholding the professional image and name of the theatre in good faith during all dealings with staff, guest artists, the public suppliers and other theatre companies
- Executing and coordinating emergency procedures; and reporting all accidents/incidents to their supervisor immediately
- Ensuring regular, self-directed and proactive maintenance, housekeeping and upgrading of equipment
- Ensuring proactive upkeep of paperwork such as reports, manuals, equipment inventory, work lists and cue track sheets
- Training, mentoring and/or orienting other stage workers, including casual heads, assistants, technicians and grips

**Requirements**

- Training or experience relevant to work as theatrical technician
- Training or experience relevant to supervisory and/or leadership skills
- A willingness to learn
- Professional attitude with excellent client service and leadership skills
- Independent initiative and decision making skills
- Experience with inclusion, equity and anti-oppression
- A willingness to work as a team and to support fellow members
- COVID-19 Vaccination: by the first day of work, the successful applicant must be at least seven days past having all recommended doses of a COVID-19 vaccine approved by Health Canada.
- A commitment to collaboration, leadership and skill development.
- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).



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**What will you bring to the team?**

- Familiarity with computers including: using network or cloud based file servers, computer aided drafting or sketching, spreadsheets and word processing such as writing reports and project proposals
- Experience and/or training in supervising and directing casual workers
- Experience/training with a variety of theatre equipment such as but not limited to digital sound and lighting equipment, fly systems and stage maintenance
- Experience working with designer

**Assets (not required)**

- Conversant in more than one language
- Experience in other artistic disciplines

**Remuneration:**

This is an IATSE local 118 represented position and in accordance with the Collective Bargaining Agreement, currently: \$31.94/hr plus 7% vacation and 6.67% Statutory Holiday pay.

**To Apply:**

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or identity as an Indigenous person. We welcome self-identification in your application. Please also note any accommodations or accessibility requirements in your cover letter.

Please email your resume and a cover letter outlining your suitability for the position to Ed Lazenby [elazenby@gatewaytheatre.com](mailto:elazenby@gatewaytheatre.com) with "Venue Technician" in the subject line. Ideally, applications will be submitted as a single file containing all documents (cover letters, CVs, resumes, references or portfolios). We thank all applicants, but only those considered for an interview will be contacted.



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