



Town of Erin

Parks & Recreation Department

Part Time Theatre Technician

(Job description and duties are currently under review)

Department: Parks & Recreation

Position Title: Part Time Theatre Technician

Reports To: Parks & Recreation Officer

PURPOSE OF POSITION

Under the direction of the Lead Facility Operator, the Theatre Technician is responsible to provide technical and artisanal support to permit holders. Performs the day-to-day general operations of the Centre 2000 Theatre while ensuring proper care in the use and maintenance of equipment and supplies. The delivery of Theatre activities to both residents and visitors while ensuring the site is clean and safely operated at all times.

Major Responsibilities

- Maintaining an awareness of all scheduled activities and events; staff needs to ensure appropriate spaces are ready for use and maintenance supports are in place as needed.
- Provide information regarding Theatre facility rentals, assist in arranging rentals setup information, tours etc.
- Monitor user functions within the Theatre to ensure that asset security and public safety is maintained and the rental booking is adhered to
- Provide technical and creative support to all users
- Set up furniture, lighting, sound and multimedia equipment for performance / event spaces
- Provide working knowledge of IT including projector set-up, PowerPoint presentations and specific theatre industry operating and design programs
- Assist with set-up and take down of various functions, programs and events
- Clean and maintain Theatre before and after rentals: sweep, wash and vacuum floors, and empty garbage, etc.
- Complete administrative duties in a timely manner (eg. log books and checklists, incident/accident reports,)
- Proper use and storage of all required chemicals, cleaning materials and equipment on-site, in a safe manner including compliance with WHMIS procedures
- Work in compliance with the Occupational Health and Safety Act, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines, and perform safe work practices
- Provide cash handling and supervision support for facility programs and rentals
- Performs other duties as assigned

Position Requirements

Education

- Valid First Aid, CPR & AED Certification
- Completion of Grade 9 education

Job Skills

- Knowledge of theatrical staging techniques, materials, equipment, and facilities.
- Ability to install and calibrate specified machinery and/or technical equipment.
- Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users
- Ability to work independently and as a member of a team

- Ability to work under pressure and meet deadlines
- Basic computer skills using corporate-standard software and department, division or task specific software
- Sound skills in, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Ability to respond quickly to emergency situations
- Available to work flexible hours including days, evenings, weekends, and holidays
- Submit or agree to a Vulnerable Sector Criminal Record Check

Applications must be submitted to: HR@Erin.ca by 4:00pm on Friday, September 18, 2020, to be considered.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.' Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act
