

The Corporation of the Town of Gravenhurst

**POSITION DESCRIPTION**

**Position Title: Opera House Technical Lead**

**Area/Department: Recreation & Culture**

**Reports to: Theatre Operations Manager / Director of Recreation & Culture**

**POSITION SUMMARY**

The Opera House Technical Lead is responsible for the configuration and the operation of the lighting, sound, video and stage functions for productions / shows and events as required in accordance with the specific show requirements. To manage inventory and maintain in good working order all the Theatre's lighting and sound equipment.

**DUTIES & RESPONSIBILITIES**

1. Assists with load-in and load-out of all shows or events by lifting and carrying equipment and stage props. Ensures proper use of elevator, and that all safety measures are being met.
2. Contacts visiting Promoters and sets up as per their Tech Rider & Stage Plot. Conduct line check of audio feeds on stage. Perform sound check with artists. Control audio levels during a show, ensuring levels are within safety standards.
3. In shows where Theatrical Set is used, the Opera House Technical Lead works with the Production Team, oversees construction and erection of the Set, and ensures that it is set up to safety standards.
4. End of show duties oversees the strike of a Set, all audio and lighting equipment. Return lighting and audio equipment to house defaults. Ensure all theatre equipment is stored and secured.
5. Attends Production Meetings with the Director, Stage Manager & Production Team, provides input on the vision of the upcoming performance / show.
6. Travels with an in-house Production that is on Tour to another venue to ensure that the Set / equipment are installed correctly without damage and that is set up to safety standards. Then returns after the run to strike the Set / equipment.
7. Regular inventory of Opera House Audio / Lighting / Video equipment.
8. Provides the Manager with a forecast and financial proposal for replacement of outdated/antiquated and failing Audio and Lighting equipment.
9. Research developments in new technology / software and determines what the Theatre requires.
10. Responsible to assemble, operate all technical equipment used to, amplify, record, stream, enhance and mix or reproduce sound. Identify the sound requirements for a given task or situation and perform the appropriate actions to produce this sound.
11. Responsible to set up lighting equipment, assemble all the lighting and operate light fixtures and control devices. Opera House Technical Lead operates the lighting board, calls cues, manages light movement and power distribution during shows/events and is ready to solve problems if they arise on stage or backstage.
12. Interpreting a Lighting Designer's plan /plot. Handles Rigging, Focusing and Operating necessary lighting equipment. Programs lighting console, computers (QLab, PowerPoint etc.) relevant to the needs of the show. Ensuring the lighting is sufficient for safety standards.

13. Basic maintenance of audio / lighting equipment to ensure optimum performance and make the Manager/ Supervisor aware of failing equipment. Replace light bulbs in FOH and stage lighting fixtures as required.
14. Ensure that the stage / backstage areas are kept in an orderly and clean fashion. Following a daily cleaning checklist and cleaning protocols.
15. General maintenance of the Stage / Back Stage areas. Responsible for minor Stage repairs and annual Stage painting.
16. As required, the Opera House Technical Lead does final security checks and locks up of building after everyone has left.

### **SUPERVISION REQUIREMENTS**

**Provides day-to-day direction to:** Lighting & Sound Technicians, Theatre Crew, and visiting Production Crew(s).

**Positions Supervised Directly:** N/A

**Positions Supervised Indirectly:** N/A

### **EDUCATION, SKILLS, and EXPERIENCE**

1. Community College Diploma or 3-5 years' experience in audio and/or lighting production.
2. 2-3 years business or customer relations background is preferred.
3. Knowledge of QLAB, Digital Audio and Lighting consoles, Audio Visual equipment is necessary.
4. Excellent interpersonal, project/time management, analytical/mathematical, communication, presentation, public/media relations, and problem-solving skills with a strong customer service orientation
5. Excellent computer literacy in Microsoft Word, Excel, Outlook, Power Point, and SharePoint software as well as knowledge
6. Must possess excellent English, oral and written communication skills.
7. Ability to recognize an issue or potential issue on stage and trouble shoot until the issue is resolved.
8. Knowledge in Risk Management and understanding of Occupational Health and Safety Act requirements and WHMIS.
9. Must exemplify a pleasant, calm, and assured manner.
10. Physically able to perform all job requirements.
11. Ability to act as a Town ambassador by interacting professionally, effectively, and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
12. Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required).
13. Working at Heights Certification, Fall Arrest Certification or equivalent.

#### Police Criminal Background Check

Please note that applicants must be prepared to provide a clear Police Criminal Background Check at their own expense prior to being employed by the Town of Gravenhurst.

### **HEALTH & SAFETY RESPONSIBILITIES:**

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations, and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health

- and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
  5. To report any occupational injury or illness immediately to their Manager or Director.
  6. To use personal protective equipment, where required.
  7. To report any contravention of the Occupational Health and Safety Act.

## PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

**Environment:** Work is conducted on the Stage / Theatre, Tech Deck and in an office environment with some exposure to criticism from the public. Requirement to work in and around mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanour.

**Physical:** Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and a vehicle.

Normal hours of work are 35 hours per week, as required. Ability to work flexible hours evenings / weekends & public holiday shifts may be required.

## CONTACTS

Incumbent communicates regularly with municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the general public.

## REVIEW/APPROVAL

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CAO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affiliation: Union**

**Updated: January 2025**