

**FULL-TIME POSITION AVAILABLE FOR
ASSISTANT TECHNICAL DIRECTOR
START DATE: NOV 2022**

THE ORGANIZATION

Soulpepper Theatre Company's (Soulpepper) vision is to share vital stories that connect us all. Soulpepper delivers on that mission by producing a year-round season of over 500 events, including plays, concerts, musicals, festivals and presentations. Soulpepper plays a civic role in our community through free education programs, community conversation series, artist training, environmental sustainability initiatives, and newcomer welcome programs.

Soulpepper strives to ensure theatre is accessible to all by offering ASL interpretation, Relaxed Performances, free tickets to arts workers and those under 25 years old, and ensuring a public \$25 ticket price for all our programs. During COVID, Soulpepper has adapted to digital platforms offering free shareable content, including play readings, workshops, interviews, and concerts. Looking forward to 2022, we are planning a return to in-person programming with shows and educational programs resuming at our home, The Young Centre for the Performing Arts.

Soulpepper is committed to pursuing Radical Inclusion, that is, building a program and organization where everyone's experience is both valued and reflected. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, Queer, Trans, and Disabled persons.

THE POSITION

Reporting to the Technical Director, the Assistant Technical Director is responsible for aiding in the planning, management and supervision of all technical elements of productions, presentations, and related activities assigned, for the daily operations of Soulpepper Theatre Company and its joint venture the Young Centre for the Performing Arts. They will maintain a high level of artistic integrity, safety and an appropriate working environment for artistic and production personnel.

KEY RESPONSIBILITIES

- Assume the lead technical responsibility for assigned productions in consultation with the Technical Director; ensure that all technical elements on assigned projects are delivered on schedule and on budget, liaising with designers and Department Heads and troubleshooting technical challenges as required;
- Produce any AutoCAD plans and/or construction drawings and other production paperwork as directed; aid the Technical Director in supervising the building and painting of scenery and decor in the Soulpepper carpentry, paint and prop shops as directed;
- Maintain accurate and up-to-date accounting records for purchases, including the maintenance and reconciliation of petty cash floats;

- Assist in establishing the labour requirements for lighting, sound, video and scenic elements for all productions as assigned; act as a supervisor for the Young Centre for the Performing Arts' union House and Casual technicians as directed;
- Maintain, in cooperation with other Soulpepper departments, an accurate inventory and organization of Soulpepper's storage facility;
- Arrange and perform the pick-up of production supplies when needed;
- Assist the Assistant Production Manager with Young Centre's facilities and events, Soulpepper Academy, and workshop events, as assigned by the Technical Director; facilitate technical support when required for users who may require technical assistance in the Baillie Centre or Young Centre as assigned;
- Participates in the creation, and ongoing implementation of Soulpepper and Young Centre Health and Safety policies;
- Contribute to the achievement of Soulpepper's goal to become a leader in environmental sustainable practices when considering show production, to include creative thinking around what materials are used, where materials are sourced from, and their destination after the run of the show
- Contributes to the overall success of Soulpepper by accomplishing related results as needed.

SKILLS AND EXPERIENCE

- Demonstrated experience working in a professional or independent theatre context.
- Understanding of contemporary theatrical construction techniques and materials
- Awareness of safe and efficient theatrical labour standards
- Theatrical rigging knowledge
- Understanding of typical schedules and timelines for mounting a theatrical production
- Working knowledge of theatrical lighting, sound and video
- Valid G class driver's license
- Demonstrated attention to detail and accuracy
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Strong interpersonal and oral/written communication skills
- Excellent time management, organizational and administrative skills
- A passion for theatre and live performance

WORKING CONDITIONS AND EFFORT

- Performs most duties at the Young Centre, both in a regular office, backstage and shop environment. Must be available to work regular office hours however, due to the nature of the performing arts environment, some work will occur outside of regular office hours on evenings and weekends.
- Position requires concentration and focus in creating CAD drawings, analysing designs, costing production projects. Occasional physical effort is required lifting and moving scenery, climbing ladders, loading and unloading trucks, and other typical theatre functions.

COMPENSATION

Salary \$50,000 - \$55,000

15 annual vacation days plus 5 paid sick days and 5 personal days

Health and dental benefits

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, will only contact those selected for interviews.

Please email a resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization no later than

November 10, 2022

Please quote **ATD2022** on the email subject line when applying Email: **ATD@soulpepper.ca**