

**Job Class Profile: Theatre Technician III****Pay Level: CG-37 Point Band: 814-847**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	4	5	5	5	4	2	
Points	233	83	13	19	150	108	103	86	21	816

**JOB SUMMARY**

The Theatre Technician III performs technical, advisory and managerial work in planning, directing and overseeing the technical aspect of theatre productions in all provincial Arts and Culture Centres. Work involves planning, co-ordinating and implementing financial control of technical operations. Duties include providing technical advice and direction to technical and non-technical personnel in Arts and Cultures Centres around the province, preparing and monitoring the technical budget, ensuring technical standards are maintained, as well as planning, organizing and overseeing the technical operation of a secondary touring circuit for the province.

**Key and Periodic Activities**

- Addresses day to day problems posed by the technical staff of the various centres throughout the province; provides advice and direction on technical requirements and modifications to accommodate local shows and touring productions; evaluates overall technical program and recommends improvements where necessary; participates in the recruitment of technical staff.
- Prepares and implements the annual budget for technical operations. Administers and monitors all expenditures for the technical operations of theatres including overtime and makes recommendations and advises on major equipment purchases. Maintains financial administration of all permanent, temporary and part-time salaries.
- Reviews and advises management on the feasibility and financial aspects of various theatre productions and policy statements regarding allocation of funds or loan of equipment; assists in the development of production budgets and allocates funds upon finalization for costumes, set design and construction, etc. Ensures productions remain within budget.
- Plans, co-ordinates and oversees the technical operation of the secondary touring circuit; secures funds, prepares tour package from technical standpoint, assigns personnel to travel and solves related technical problems. Responsible for all technical costs, personnel, lighting and sound equipment.
- Researches information on all technical requirements for the various theatres; prepares, writes specifications and recommends the purchase of supplies and equipment.
- Maintains technical standards for theatre operations in all centres.
- Supervises in-house technical and non-technical theatre staff during evening performances.
- Co-ordinates alterations and maintenance required for Arts and Culture Centres.
- Maintains safety standards as per Occupational Health and Safety Act.
- Visits Arts and Culture Centres to assess the technical requirements for budget purposes.

**SKILL**

<b>Knowledge</b>
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Technical theatre operations (sound, lighting and stage).</li> <li>— Budget preparation and administration.</li> <li>— Accounting procedures.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Diploma in Engineering Technology or graduation from a technical program of the National Theatre School of Canada.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 5 years of experience in Theatre technical operations.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Research skills.</li> <li>— Computer skills.</li> <li>— Financial record keeping.</li> </ul>
<b>Interpersonal Skills</b>
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are utilized which include listening to information related to the technical requirements of productions; asking questions to clarify technical requirements and related financial costs; providing routine information, direction and advice regarding technical budgets for productions; providing advice to management on the feasibility and financial aspects of various theatre productions and policy statements and gaining the co-operation of staff at Arts and Cultures throughout the province regarding financial control of technical operations.</li> <li>— Interactions occur with technical and non-technical staff at Arts and Cultures Centres throughout the province as well as with the immediate supervisor and managers of Arts and Cultures Centres.</li> </ul>

**EFFORT**

<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>— Work demands do not typically result in fatigue, requiring periods of rest.</li> <li>— Lifting and moving is typically not required as work involves responsibility for technical, advisory and managerial work in planning, directing and overseeing the technical aspect of theatre productions.</li> <li>— Sitting at a computer is required to develop and monitor technical budgets.</li> <li>— Fine finger or precision work is required to operate a computer to prepare, develop and monitor technical budgets.</li> </ul>
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required to prepare, develop and monitor technical budgets for stage productions and to research information related to acoustics, lighting, staging and theatre operations in general.</li> <li>— <b>Auditory</b> concentration is required to discuss technical operations and related costs with staff of Arts and Culture Centres.</li> <li>— Repetition requiring alertness is evident in the development of technical budgets.</li> </ul>

- Interruptions occur when inquiries are received from the various Arts and Cultures Centres regarding technical financial expenditures.
- Time pressures exist as all technical operations of a theatrical performance must be organized in order for the performance to proceed.
- Hand eye coordination is required to operate a computer.
- Exact results and precision is required to develop and monitor technical budgets for stage productions and to allocate funds from approved production budgets.

### **Complexity**

- Typical challenges would relate to the planning, directing and overseeing the technical aspect of theatre productions, including financial control, in Arts and Culture Centres throughout the province.
- References available to address typical challenges would include budgetary, financial and general operations policies, procedures and guidelines.

## **RESPONSIBILITY**

### **Accountability and Decision-Making**

- Work tasks and activities are generally controlled or prescribed through oral or written instructions provided by management. Daily work is performed with considerable independence.
- Independent decisions can be made regarding the allocation of funds for costumes, set design and construction; providing equipment and technicians for the Secondary Touring Circuit; approving requisitions, expenditures and the schedule of provincial tours. Recommends the purchase of supplies and technical equipment for various theatres based on research of technical requirements.
- Supervisory approval is required to approve technical production budgets; purchase of major technical equipment and approval of leave.
- Discretion is exercised within predetermined limits to address daily issues related to technical theatre operations throughout the province including providing advice and direction regarding technical requirements.
- High degree of independent discretion and judgment is exercised in the preparation and implementation of the annual budget for technical operations and to maintain technical standards for theatre operations in all Arts and Culture Centres.

### **Impact**

- Work tasks and activities are generally controlled or prescribed through oral or written instructions provided by management. Daily work is performed with considerable independence.
- Results of work tasks and activities are felt within the immediate work area, department and Arts and Culture Centres across the province.
- Resources impacted include finances and processes related to technical operations of productions, tours and the Secondary Touring Circuit; technical equipment; material resources through the research and recommendation of new equipment and human resources required in terms of technical staff.
- Consequences of mistakes or errors could have an impact on production budgets and theatre performances as well as the overall technical theatre operations at Arts and Culture Centres throughout the province.

- Consequences of mistakes or errors are usually identified and resolved quickly since they could potentially impact production budgets and theatrical performances.

#### **Development and Leadership of Others**

- Has responsibility for the supervision of a small size work group (1 to 4 employees).
- Provides input into staffing and recruitment activities, providing advice and guidance and scheduling staff as part of the Secondary Touring Circuit.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- No special precautions or safety equipment required.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability.
- Exposure to computer glare. Occasionally required to travel.