

JOB TITLE	TECHNICAL COORDINATOR
REPORTS TO:	Artistic Director
SUPERVISES:	Stage Manager Costume Coordinator Technical Assistant
KEY LIAISONS:	Music & Voice Coordinator Movement & Dance Coordinator Corporate Services Manager Artist in Residence Resident Player Apprentice Player Stage Manager Senior Researcher Financial Comptroller Human Resource/Administrative Assistant

JOB SUMMARY: The Theatre Coordinator oversees, coordinates and schedules the technical operations and manages the facilities of the National Theatre Arts Company. He/she oversees the design, construction, installation and maintenance of buildings, sets, props, sounds and lights for training, rehearsals, performances and productions.

Major Responsibilities

- Manage and schedule the use of theatre facilities.
- Inspect, test, modify and maintain theatre facilities and equipment.
- Assist in the design of lighting, sound and special effects for productions.
- Prepare theatre spaces and equipment for use in training, rehearsals and performances.
- Coordinate the construction, assembly, installation, rigging, dismantling, striking and storage of performance sets, props, sound systems, lighting and other equipment.
- Operate sound and lighting equipment for training, rehearsals and performances.
- Supervise technical rehearsals and technical training sessions.
- Implement and advise on the policy for use of theatre facilities and equipment
- Develop and monitor the health, safety and security policies and practices.
- Assess and advise on the materials, tools and equipment needed for performances.
- Maintain and reports on an inventory of sets and equipment.
- Facilitate the identification, selection and procurement of materials, supplies and equipment.
- Plan, implement and monitor work and maintenance schedules of building and equipment.
- Coordinate and assist in video and audio recordings of performances.
- Any other related duties.

Skills, knowledge and ability

- Advanced skills in theatre and stage craft.
 - Advanced skill in the use of power and hand tools.
 - Advanced supervisory skill.
 - Detailed knowledge of set construction, assembly, rigging and striking.
 - Detailed knowledge of the use, maintenance and storage of electronic equipment.
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- Detailed knowledge of relevant health and safety legislation, regulation and practices in theatre productions including safe rigging techniques and electrical safety in lighting/sound.
- Working knowledge of facilities management.
- Working knowledge audio infrastructure and setup for vocal and instrumental.
- Working knowledge of computer-based audio distributing systems.
- Working knowledge of lighting design for theatre.
- Working knowledge of lighting equipment including consoles.
- Working knowledge of supervisory principles and practices.
- General knowledge of building and construction techniques.
- General knowledge of equipment maintenance and repair.
- General knowledge of a range of computer applications including word-processing, spreadsheets, media and web technologies.
- General knowledge of project management.
- Able to use analogue and digital mixing consoles.

Education and training

- Bachelor's degree in technical theatre production or a related field.
- Training in audio, electrical/lighting, stage carpentry, mechanical rigging, theatre production, set design or a related field is an asset.

Experience

- Extensive experience in technical areas regarding theatre production including set construction, installation and maintenance.
- Extensive experience in operating and maintaining sound and lighting equipment.