



# PART-TIME THEATRE TECHNICIAN

for Leah Posluns Theatre

**LOCATION:** Leah Posluns Theatre, Prosserman JCC (Bathurst and Sheppard in North York)

**POSITION:** Part-time position - approx. 10- 15 hours per week, primarily in the evenings on weekdays and weekends.

## The JCC's Vision & Purpose:

We have a tremendous opportunity for you to join our team and build your career with us. At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

## What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between. The JCC provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

## Role Summary:

The Schwartz/Reisman Centre (SRC) and Prosserman JCC (PJCC) are vibrant and welcoming hubs that inspire meaningful and healthy lifestyles. As a primary destination of Jewish engagement, the JCCs strengthen individuals and families through its dynamic program offerings. Under the Cultural Arts Director and Director of the Virtual J, the Technician will assist with production needs at the Leah Posluns Theatre. Our programs and events are centred around enriching Jewish life and helping nurture awareness and appreciation of Jewish values.

## Primary Responsibilities Include:

### Event Management

- Operate lighting, audio and other production equipment for events and programs
- Trouble-shoot and work to resolve tech issues
- Work alongside Front of House Manager and/or Rental and Events Coordinator to supervise events and programs
- Support volunteers at events and programs

### Equipment Management

- Ensure operational readiness of all audio, audio-visual and lighting equipment
- Cultural Art Director and Director of the Virtual J in maintaining production records including, but not limited to, equipment inventory, equipment manuals and documents, safety inspections, warranty information, maintenance and repair logs, equipment rental agreements, service contracts and personnel event records and prepare reports including event evaluations, industrial injury summaries and incident reports

### Customer Service and Event Planning

- Promptly respond to potential rental inquiries
- Providing site tours of the venue as needed
- Assisting with pre-planning, logistics, and equipment rentals for events



- Working creatively with renters to maximize audio and lighting elements of their event
- Load, unload, carry short distances, push and slide objects: scenery, audio and light equipment, program boxes, trusses, chairs, etc., from/to the stage, trucks and dollies

#### Front of House

- Assisting with pre-planning, logistics, management, marketing, publicity, and promotion of facility events and programs
- Serving as primary liaison for all event-related vendors (i.e. catering, florists, etc.)
- Working creatively with renters to maximize the success of their event
- Supervising the Theatre while in use by renters (i.e. attend any rehearsals, set-up, the event itself, and/or clean-up)

#### Qualifications:

- Familiarity with theatrical stage equipment and tools; able to operate consoles including but not limited to sound, lighting and video
- One year experience in technical theatre production in a multi-venue performing arts facility or similar venue with a concentration in theatrical audio and/or lighting
- Familiarity with Occupational Health and Safety policies and procedures
- One year in customer service experience and/or sales experience
- Flexibility regarding assigned hours of work, including early mornings, days, evenings, and weekends.
- Clear Police Vulnerable Sector Check

#### How to Apply:

We welcome all applicants. Accommodations during all phases of the hiring process will be made wherever possible. Proof of Canada approved 2<sup>nd</sup> dose Covid-19 vaccine a condition of hire. Please submit your resume in confidence via email to [marnie@prossermancjcc.com](mailto:marnie@prossermancjcc.com) no later than November 22, 2021. Please clearly state the job title in your email subject line.

**We appreciate your application; however, we will only be contacting the candidates we wish to interview.**