

Venue Technician – Part Time on Call

DEADLINE: Open until Filled

Kay Meek Arts Centre is a performing arts venue in the heart of West Vancouver. Every year KMAC presents a season of more than 50 concerts, plays, dance performances, films, speakers and other special events in the 500-seat Grosvenor Theatre and the intimate McEwen Studio Theatre. When not being used for its own presentations, the Kay Meek Arts Centre facilities are available for rental to arts and community groups, including West Vancouver School District (SD45). The combination of hosted, rental and SD45 shows means the facility presents more than 300 performances every year.

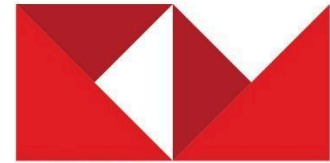
The values of the Kay Meek Arts Centre are ***Learning, Leading, Welcoming and Engaging***. We value diverse perspectives, experiences and cultures and are committed to inclusivity in our workplace.

WEBSITE: <https://kaymeek.com/>

RESPONSIBILITIES

Reporting to both the Technical Director / Production Manager and the Executive Director, this position is accountable for on-call technical operations. Please note that working hours may increase substantially during peak seasons and periods of high demand for shows and bookings.

- Sets up and operates all theatre equipment for productions.
- Maintains a variety of equipment (lighting, sound, rigging and fly gallery, tools and equipment).
- Keeps both house lighting hangs properly focused and maintained as per specifications.
- Performs maintenance and repairs; cleans stage.
- When requested, participates in production meetings.
- Supervises and enforces safety procedures for all users.
- When requested, assists with theatre technical documentation.
- Operates, maintains, and safeguards the technical assets of the theatre, including the use of video, lighting, sound, communications equipment, fly gallery, and the maintenance of stage facilities.
- Conducts orientation and training to facility renters, students, and volunteers in safety, emergency procedure, technical characteristics, and other areas of facility operations.
- Works with SD45 Students teaching them the basics of stagecraft and supervising them during school events and presentations.
- Maintains a high level of professionalism and courtesy with all user groups and performs with positive professional conduct acting as a point of contact with artists, staff, and clients.
- Works together with the technical team to provide consistent, high-quality service.
- Such duties as assigned and required from time-to-time.



**KAY
MEEK
ARTS CENTRE**

1700 Mathers Avenue
West Vancouver, B.C.
V7V 2G7

Box Office: 604.981.6335
Administration: 604.981.1170
KAYMEEK.COM

QUALIFICATIONS:

Completion of a diploma program in stagecraft from an accredited post-secondary institution, complemented by a minimum of three years of relevant work experience in diverse theatre-related domains, encompassing sound, lighting, rigging, video, props and carpentry, and stage management.

Alternatively, candidates may possess an equivalent combination of formal training and hands-on experience in the aforementioned areas.

- Experience operating all technical systems for live performances
- Complete knowledge of professional sound and lighting systems
- Experience operating digital audio mixing consoles
- Advanced knowledge in programming and operating ETC EOS lighting consoles with LED and automated fixtures
- Working knowledge of other theatrical areas, e.g.: rigging, carpentry, projection, QLab, video
- A desire to keep abreast of present and new trends / practices in the industry
- Excellent communication & interpersonal skills
- Ability to work independently and as part of a team
- Ability to work effectively with diverse stakeholders such as community users, professional artists, students and staff
- Adaptable to a frequently changing and collaborative environment with a demonstrated ability to remain calm and work efficiently in a fast-paced environment
- Highly organized and detail oriented
- Good working knowledge of English (written and verbal)
- Capable of manual labor and comfortable working at height, with ladders, catwalks, and lifts (Genie AWP-30)
- An appreciation for the performing arts
- Flexible Schedule: daytime, evening, and weekend shifts as required
- Satisfactory Criminal Record Check

ADDITIONAL ASSETS:

- Valid WCB Level 1-3 First Aid certificate
- Valid LPEC certificate
- DANTE 1-3 certification
- SPRAT / IRATA certifications
- ETCP certifications
- An appreciation for the performing arts within a not-for-profit environment

HOW TO APPLY:

Please submit a cover letter and CV by email only to: Elliot@kaymeek.com

* Please note the position title in the subject line.

REMUNERATION:

Technician = \$32 per hour