

# Assistant Technical Director (Sept 8<sup>th</sup>, 2025 to Nov 7<sup>th</sup>, 2025)

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We're looking for an Assistant Technical Director and we're hoping that person is you! Now it is an exciting time to join our growing company!

## About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sel̓ilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

## Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

## Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

## Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

## JOB SUMMARY

The Assistant Technical Director is a full-time, temporary 9-week position. We are looking for someone passionate about executing the creative vision of the creative team and turning it into a live theatre. They will work with dozens of creative colleagues, artisans and designers, each who works hard towards our goal of creating great art. Creativity will be key to working towards solving ever shifting priorities & challenges. They will work directly with the Director of Production and Stanley and Production Shop Technical Director and support the planning and realization of ***Frozen*** at the Stanley Theatre, as well as the installation of the presentation of ***You Used to Call Me Marie*** at the BMO Theatre Centre.

The perfect Assistant Technical Director is someone looking to gain more experience as a Technical Director in a professional setting, and who can be relied on as a second set of hands. They will have ideally some professional experience in theatre, and be able to be left on their own supervising and supporting smaller crews.

## DUTIES AND RESPONSIBILITIES

- Assist the Technical Director in managing the install, fit-up, and tech period of *Frozen* at the Stanley Theatre.
- Assist the Director of Production with the presentation of Savage Society's *You Used to Call Me Marie*, monitoring the install and technical rehearsal period.
- Assist with rehearsal needs.
- Assist in the ordering, purchasing, sourcing and tracking of material and gear for the theatres.
- Assist in budget tracking and scheduling crews.
- Assist in calling for and confirmation of casual union crew members.
- Assist with updating paperwork and archiving of productions.

## SKILLS AND QUALIFICATIONS

- A current knowledge of production techniques for theatre.
- Practical experience with Vectorworks and MS Office Suite.
- Experience and familiarity with Lighting, Sound and Video technology.
- A knack for troubleshooting and solving technical problems in theatre.
- Strong leadership skills.
- Experience with IATSE or working with staff in a union environment is an asset.
- A sensitive and thoughtful approach to people challenges; the ability to remain calm, positive and focused in a sometimes high-pressure and deadline-based environment.

- A valid B.C. Drivers License is an asset.

## CONDITIONS AND REMUNERATION

- **Compensation:** It will be a flat rate of \$10,000.
- **Dates of Employment:** Sept 8<sup>th</sup>,2025 to November 7<sup>th</sup>,2025
- Hours will be based on a full-time average commitment. Work will extend into evenings and weekends, especially through tech periods.
- The Stanley Theatre is located on South Granville Street in Vancouver, and the BMO Theatre Centre in the Olympic Village
- Offices are located in Vancouver, BC at the BMO Theatre Centre in Olympic Village.

### How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [hr@artsclub.com](mailto:hr@artsclub.com) with the subject: Assistant Technical Director – Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

### Application Deadline: August 1<sup>st</sup>, 2025

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".