



**ENDLESS  
POSSIBILITIES**  
on every  
stage.

## JOB POSTING

# Technical Director Pre-Production

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We're looking for a **Technical Director Pre-Production** and we're hoping that person is you! Now it is an exciting time to join our 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 650 productions. We are 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 Səlílwətaʔ/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, reaching 250,000 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.

### **Who Are We?**

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

### **What Is Our Purpose?**

To make our community come alive.

### **What Is Our Vision?**

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

### **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 safer 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 Technical Director for Pre-Production is a full-time permanent role and a key part of our production management team. Historically we produce around 18-20 productions a year.

We are looking for someone passionate, who is excited to help turn vision into theatre. They will work with dozens of creative colleagues, artisans and designers, each who works hard towards our goal of creating the best art. Creativity will be key to working towards solving ever shifting priorities & challenges. Each show is a unique set of conditions and puzzles that will require your attention to detail, your organization, your technical know-how and your creative and compassionate eye. Leading a team, we need someone who is an effective collaborator and communicator.

## DUTIES AND RESPONSIBILITIES

- Work directly with the build teams in carpentry, paint, and props to help set their schedules and workloads
- Evaluate the practicality and costs of scenic designs concepts and help to solve technical and artistic challenges that arise
- Prepare estimates and be accountable to assigned budgets
- Assist with the creation of construction drafting when required

- Research and propose solutions for special effects challenges including automation, electronics and computer based / digital solutions
- Supervise the implementation and builds of scenic designs
- Contribute to the development of production schedules and participate / lead production meetings
- Assess the safety of scenic designs
- Oversee storage of sets and props inventory
- Coordinating with co-producing theatre companies to support a show being sent to or from the Arts Club

## SKILLS AND COMPETENCIES

- A thorough and current knowledge of set construction techniques, staging principles and production techniques for theatre
- Practical experience with Vectorworks and MS Office Suite
- A knack for troubleshooting and solving technical problems in theatre
- Strong leadership skills having managed teams of up to 15+ people
- 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

## QUALIFICATIONS AND EXPERIENCE

- Ideally at least 3-5 years experience working in a management role in technical theatre
- Experience with IATSE or managing a staff in a union environment
- A valid B.C. driver's license.

## BENEFITS

- Employee Health Benefits: Extended Health Care and Dental Care
- Vacation time: 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- Option to be included in RRSP Matching Program
- Company Cell phone
- In addition to stat holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

## ADDITIONAL DETAILS

**Salary:** \$65,000- \$75,000

**Employment Type:** Permanent Full-Time\*

\*Hours will be based on a full-time average commitment. Work will extend into evenings and weekends, especially through tech periods.

*Offices are located in Vancouver, BC, at the Granville Island Scene Shop and 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 [humanresources@artsclub.com](mailto:humanresources@artsclub.com), with the subject: **Technical Director Pre-Production – Arts Club Theatre Company- Your Name**.

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: May 8<sup>th</sup>, 2026**

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".