



## **Head Technician – Part-Time**

### **Community Services Department**

#### **Position Summary**

As member of the Performing Arts Team, the Head Technician is a service-oriented individual, providing technical and supervisory support in a busy production facility. Reporting to the Coordinator of Technical Operations and the Manager of Cultural Services, the Head Technician will have an impact role on the day to day performance operations of the Milton Centre for the Arts. The candidate will have a broad knowledge of all Theatre Production and Live Entertainment Technical support requirements and be able to source and implement solutions to those requirements. The candidate will also supervise and coordinate Stage Technicians as directed by the Coordinator of Technical Operations or the Manager of Cultural Services.

#### **Major Job Responsibilities Include:**

- Maintain an inventory of technical equipment and supply necessary to perform functions inherent with events
- Perform minor maintenance work, repair cables, sort and re-locate equipment after events
- Meet with clients to discuss event needs and notate event requirements into the production events files / folders as required
- Inspect lighting, sound systems, cables, fly system, boards and power sources on a regular basis
- In conjunction with the Coordinator, Technical Operations; perform or schedule necessary maintenance or repairs to ensure safety of both performers and employees
- Serve as “Manager on Duty” and primary facility contact when required
- Supervise Stage Technicians and Technical Volunteers
- Assume responsibility for a technical area (lighting, audio, stage or video) during a performance or event
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act
- Perform other duties as assigned in accordance with Department objectives

#### **Qualifications**

- Post-secondary certification in Theatre Production/Live Performance discipline or related field or a combination of education and demonstrated on the job training or experience in Theatre Production/Live Performance or related field
- Well versed in best practices for Health & Safety for the Live Performance Industry in Ontario
- Highly skilled in stage production methods and techniques, including lighting, audio reinforcement and recording, video and rigging techniques
- Familiar with Lighting consoles and/or Digital Audio consoles
- Familiar with most hand tools and small powered hand tools
- Knowledge of stage management principles and practices
- Experience in managing stage crew
- Understanding of Head Set protocol and etiquette
- Ability to hang and focus lighting equipment
- Excellent communication and customer service skills
- Ability to work well in a team environment or independently with little supervision

Note: Applicants must be available to work evenings and weekends. The successful candidates must be able to provide their own CSA certified (Grade 1 and Electrical) steel toe safety boots or shoes, be able to lift 50 lbs and be able to safely work at heights greater than 20 feet.

**Hourly Rate Range:** \$19.65 - \$23.95

Interested applicants should submit a cover letter and resume to:

Town of Milton, Department of Corporate Services,  
150 Mary St., Milton, Ontario L9T 6Z5  
Attention: Coordinator, Human Resources

Fax: 905-875-5414

E-mail: [humanresources@milton.ca](mailto:humanresources@milton.ca)

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

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