



BUILD A CITY. BUILD A FUTURE.



Technical Director – Surrey Civic Theatres

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Scope

The City of Surrey is seeking a qualified Technical Director (TD) for the Surrey Civic Theatres (SCT). This is a technical position that provides leadership and supervision to ensure safe and efficient operation of technical systems within the theatre and festival environment. The TD is responsible for advancing, coordinating, and implementing all necessary details to ensure the various production elements related to performances and activities in the Surrey Civic Theatres' venues and City of Surrey festivals are executed in a safe and professional manner. Civic Theatres are comprised of three performance spaces:

- The Surrey Arts Centre's 405-seat **Main Stage** is a traditional proscenium stage and fly gallery located at Surrey Arts Centre.
- The 129-seat **Studio Theatre**, a black box theatre.
- **Centre Stage** in the Council Chambers at Surrey's City Hall. The space can be converted from the Council meeting space into a 200-seat performance venue.

Due to some evening and weekend work, a flexible schedule is required.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Responsibilities

As the Technical Director you will:

- Engage, organize, plan, schedule and oversee production staff, rental clients, contractors and others engaged in the operation, maintenance, repair and usage of the technical systems.
- Plan and organize festival and venue production requirements.
- Procure architectural drawings for temporary on-site venues and stages.
- Monitor staffing levels and hiring of new production staff as required.
- Establish operational guidelines and maintenance requirements for equipment and systems.
- Ensure maintenance, cleaning and inspections are carried out in an efficient and safe manner.
- Advise and assist in the production of client rental events and presentations.
- Establish technical requirements and disseminate event information to production staff accordingly.
- Maintain Surrey Civic Theatres Capital Replacement Plan.

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- Monitor departmental budgeting and expenditures.
- Develop, train, and maintain safety procedures for evacuation of venues in event of emergency and health and safety program for all aspects of theatre operations (rigging, Fly systems, electrical, etc.).
- Supervise the maintenance & upgrades of the theatre venues and their equipment.

The ideal candidate shares the City's values of Community, Innovation, Integrity, Service and Teamwork, and wants to be part of a dynamic team working to build a vibrant city.

Qualifications

The successful candidate will have the following qualifications:

- A diploma from a recognized post-secondary institution in a related discipline, supplemented by a minimum of 4 years' experience in the operation of technical systems within the theatre, including some supervisory experience. An equivalent combination of education and experience may be considered.
- Valid BC Driver's License with safe driving history.
- Emergency First Aid Certificate with CPR.
- Live Performance Electrical Certificate (LPEC).
- Scissor lift certification.
- Class B-R – Full Entertainment Field Safety Representative (FSR) certificate of qualification is an asset.

Other important skills for this position includes strong attention to detail, high functioning time management skills, ability to effectively organize and disseminate information, ability to work safely and effectively with staff and community members and build relationships with new and existing SCT clients. Effective and tactful communication skills are a must for this position as well as demonstrated initiative, a positive attitude, and strong customer relations. Proficiency with basic computer programs i.e. Microsoft Office (Excel, Word) is required.

Applicants under consideration will be required to consent to a Police Information Check.

OTHER INFORMATION

Pay Grade: Schedule D

Pay Steps	Hourly Rate (2024 Rates)
Year 1	\$37.18
Year 2	\$38.22
Year 3	\$39.27

Please note, the above-mentioned pay rates are 2024 rates and are being visited.

This position includes a full benefits package and pension.

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APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6411.

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