



## POSITION POSTING

**Position Title:** Production Assistant - Theatre / Events (Seasonal Casual On-Call)  
**Department:** Arts  
**Immediate Supervisor:** Technical Director Production Coordinator

### Nature and Scope

The Production Assistant will assist with work requiring installation, operation, maintenance and calibration of theatre lighting, video and sound systems and related equipment required for teaching and presentation purposes within the T. Gil Bunch Centre for the Performing Arts.

### Responsibilities

- Setup, strike and operate technical systems for special events and theatrical presentations;
- Safely dismantle and store all sound and lighting equipment;
- Safely striking and storing all cabling and lighting instruments;
- Preparation of theatre and audience areas for refinishing stage area;
- Perform regular and seasonal maintenance and upkeep to all theatrical equipment;
- Ensure all working areas are well maintained, clean, tidy and organized;
- Restore all lighting, audio and video equipment and required cabling;
- Preparation, priming and painting of stage and backstage areas;
- Perform other job related duties as required.

### Qualifications/Experience

- Knowledge and experience with the operation, maintenance and repair of theatrical lighting and sound equipment and maintenance of stage rigging systems;
- Experience with production techniques and staging principles and the use of relevant computer programs (usual MS Office applications), including CAD;
- Preference will be given to persons holding additional certificates for one, or all of the following; LPEC certificate, pyrotechnics;
- Previous experience with live performance/theatre.

### Knowledge/Skills:

- Demonstrated ability to work safely at heights;
- Demonstrated ability to work in a safe and timely manner;
- Demonstrated ability to work with minimum direct supervision, which compliments their capacity to work with other team members;
- Demonstrated ability to establish priorities and achieve deadlines;
- Literate with computer systems and software;
- A good sense of humour is a useful asset;
- Excellent communication skills and ability to maintain a positive attitude in stressful situations.



### Working Conditions

- This position involves flexible work hours with some evening and weekend shifts mainly throughout spring and summer;
- Work normally requires a moderate level of mental effort in assessing, problem solving, reading, organizing, amid distractions and interruptions;
- Good physical conditioning, agility and strength is required to perform all requirements of the positions on a daily basis, including lifting up to 50 pounds, bending, twisting, reaching, grasping etc. Regular requirement to work from heights, ladders, and may be required to work outdoors in varying weather conditions;
- On-site meal and gym benefit provided;
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, **no later than at 8am on Monday May 6<sup>th</sup>, 2019.**

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*While we thank all applicants for their interest in this opportunity, we will only be in direct contact with those applicants who are selected for interview*