

DECIDEDLY JAZZ DANCEWORKS (DJD) HOUSE TECHNICIAN

DJD is inviting applications for the seasonal part-time position of House Technician.

Job Description and Duties

The ideal candidate is an experienced theatre technician who has worked in both theatre and dance, with strong technical and administrative skills. Applications from those who are new to the industry and highly motivated to learn may also be considered. The House Technician (HT) will be responsible for the technical aspects of activities associated with DJD productions and rentals. The HT will collaborate with the Production Manager (PM), artists, and rental clients to execute the artistic vision of a given event.

About DJD

Established in 1984, Decidedly Jazz Danceworks (DJD) is one of only a handful of professional jazz dance companies in North America. DJD's mandate is to create an awareness of, and encourage respect for the integrity, spirit, and traditions of jazz through education and performance. A typical DJD season is anchored by a minimum of two original productions, at least one of which includes live music. The company also tours nationally; and is involved in educational programming and community outreach. DJD is based in Calgary and has an operating budget of \$3.5 million. In April 2016, DJD completed a successful \$28.5M capital campaign opening the beautiful DJD Dance Centre, creating a wonderful new home for DJD and the arts community with 6 studios, and a 230-seat studio theatre.

Key Responsibilities

- Oversee and operate the technical equipment for rentals and DJD productions. This includes lighting, sound, video, and rigging. The HT will work with the PM to determine when additional casual technical staff and department heads are needed.
- Liaise with rental clients to ensure venue safety protocols are followed.
- Liaise with the FOH Manager during rentals to coordinate audience entrances and exits and ensure that events remain on schedule.
- Complete post-event technical reports and archive event related paperwork
- Maintain the cleanliness and organization of backstage, tool storage, costume shop, production storage rooms and help to identify issues/solutions in these areas.
- Act as the primary liaison between DJD and casual technical crew during load-ins, setups and strikes.
- Assist the PM in advancing and implementing the technical components of rentals and DJD productions in the DJD Dance Centre, as well as the occasional offsite DJD event.
- Work with the PM to schedule, supervise, and/or execute the maintenance/cleaning of the theatre equipment and dance floor.
- Assist the PM in researching, ordering, and picking up technical supplies & equipment.
- Work with the PM to maintain and follow workplace health & safety guidelines, including the latest pandemic related protocols.
- Assist with DJD's dance school studio needs, such as laying and maintaining dance floor, moving tap boards, tables, AV equipment, chairs, and other tasks as required.

Skills and Qualifications

- High level of professionalism, tact, and respect
- Good work ethic and attitude
- Good interpersonal communication skills
- Organizational and scheduling skills
- 2-year Diploma in Theatre Production, or related industry experience
- Experience running crews, as well as the ability to work independently
- Experience programming/operating of lighting consoles, ETC Ion
- Experience hanging and focusing lighting fixtures
- Experience analyzing lighting plots and planning lighting hangs
- Working knowledge of moving lights, LED fixtures, and lighting networks
- Experience with QLab software
- Experience mixing with digital sound consoles, Digico S21
- General computer and office skills, including literacy in Microsoft Office 365 and Zoom
- Experience with rigging hardware
- Basic carpentry experience
- Working knowledge of video cameras, live streaming, and projection are assets.
- Working knowledge of Vectorworks Spotlight or AutoCAD is an asset
- Valid class 5 driver's license; experience driving large transport trucks (up to 24' 5-ton), are assets, but not mandatory
- Fall Protection and Elevated Work Platform certifications are an asset
- First Aid, WHMIS certifications are an asset

Terms

This is a part-time, seasonal, contract-based position for 15 weeks, Feb 21st– June 3rd, with a minimum of 30hrs per week. Starting date is negotiable. Evening and weekend work will be required.

There is a potential extension into June and/or 2022/23 production season, as well as a tour in the fall of 2022.

Remuneration: **\$25.50-\$27.50** per hour, depending on experience. + 4% vacation pay, and overtime is paid when applicable.

A successful applicant will be required to have proof of full vaccination for COVID-19.

Equity Statement

DJD invites applications from all qualified individuals. DJD is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

To apply, please send a brief cover letter and a resume to Jackson Buchanan, Interim Production Manager @ jbuchanan@decidedlyjazz.com before 5:00PM MST, February 7th, 2022.