

# JOB POSTING

## Manager of Production (Technical Director) and Asset Maintenance

### About the RMTS

The Royal Theatre and McPherson Playhouse are located on the ancestral, traditional and unceded territories of the ləkʷəŋən peoples, known today as the Songhees, Esquimalt and WSÁNEĆ Nations.

For over four decades, the Royal and McPherson Theatres Society (RMTS) has managed the Royal Theatre and the McPherson Playhouse on behalf of their civic owners and, by extension, the region's citizens, visitors, and community, providing service to over 200,000 patrons annually.

The RMTS is committed to equal employment opportunity for all employees and applicants for employment and to providing employees with a safe and respectful work environment free of discrimination and harassment.

All employees are actively committed to Inclusion, Diversity, Equity, and Accessibility (IDEA). This includes creating a cohesive work environment built around collaboration and teamwork, valuing our role as an integral hub for performing arts in the region.

### Vision

Our community is enriched by sustainable theatres that bring people together to share in the wonder of performance experiences.

### Mission

We connect artist and audience, and provide professional stewardship of valued heritage theatres.

### Position Summary

The Royal and McPherson Theatres Society is looking for an experienced manager to lead the highly skilled theatre production team in providing collaborative excellence to our clients. This leader will also manage technical assets and play a key role in the overall stewardship of these two historic theatres.

### Duties and Responsibilities

- The Manager of Production and Asset Maintenance (MP&AM) is responsible for the year-round technical production operations of the Royal Theatre and McPherson Playhouse and oversees the maintenance and repair of both facilities.
- The MP&AM reports directly to the Executive Director (ED).

- The MP&AM works with a great deal of independence and exercises independent judgment in performing a wide variety of duties.
- The MP&AM provides leadership to the Technical Production team, directly scheduling the four Assistant Technical Directors. The MP&AM must work in a collegial and supportive manner with other members of the staff, clients, visiting artists, and patrons.

## **Additionally, the Manager of Production and Asset Maintenance**

- Maintains and safeguards the technical assets of the two theatres.
- In collaboration with clients, determines the necessary technical supports, such as lighting, sound, staging, and video needs for events and performances presented at the facility well in advance of production dates.
- Advises and orients facility renters, guest production managers, lighting and sound designers, on the technical specifications, and safe usage of technical equipment, and, in conjunction with the Assistant Technical Directors (ATDs), supervises the implementations of approved technical designs.
- Determines the nature and size of technical crews required for each event and arranges for crews to be supplied through IATSE local 168.
- Prepares stage crew labour estimates for clients.
- As a member of the RMTS management team, the MP&AM supports and participates in bargaining with IATSE local 168 and works within union agreements to recruit, train, and manage technical staff.
- Maintains safe operating practices.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints.
- Schedules preventive maintenance for equipment.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies, in consultation with Assistant Technical Directors.
- Establishes and maintains effective working relationships with vendor representatives.
- Supervises stage crews in unforeseen staff shortage
- Owing to the nature of theatrical operations, the MP&AM may be required to work irregular or extended working hours and must be able to lift, push or pull objects up to 23kgs, or more using appropriate tools.
- Attends regular staff meetings and meets with crews and ATDs regularly.
- Makes recommendations to the ED regarding capital purchases of technical equipment.
- On occasion may be required to operate technical equipment for instruction or in case of emergency or shortage of staff.
- Arranges with the City of Victoria for parking permits and access to the parking lot adjacent to the Royal Theatre for the purposes of productions.
- Arranges for and co-ordinates snow-removal service.
- Leads creation and maintenance of records of asset information in support of proactive asset management planning.
- Supports theatre staff in their co-ordination and supervision of suppliers and contractors.
- Leads the creation and manages budgets for maintaining facility assets including systems, equipment and building envelope.
- Advises as a theatre specialist on capital projects.
- Serves as a resource for engineering, procurement, and implementation of projects led by regional government.
- Serves on the Asset Management Steering Committee.
- Available to serve on the Joint Health and Safety Committee.

## Qualifications

- Post Secondary degree in Theatre Production or at least 10 years' experience as a Technical Director or Production Manager, with at least five years in a union certified workplace.
- Familiarity with WorkSafe BC policies and practices which relate to the entertainment industry.
- Familiarity with safety, building, fire and electrical codes pertaining to venue and public assembly operations.
- Extensive training and working experience in venues of similar complexity to the Royal Theatre & McPherson Playhouse.
- Demonstrated experience with theatrical rigging systems, including: arbours, chain motors, winches, and hemp rigging.
- Ability to read and modify Autocad & Vectorworks files and drawings.
- Working at heights certification.

## Competency

- Excellent analytical, critical thinking and problem-solving skills.
- Superior communication skills, both written and verbal.
- Ability to build and maintain productive working relationships with all stakeholders.
- Ability to work effectively with a diverse population.
- Demonstrated administrative and organizational skills.
- Demonstrated leadership, supervisory skills and the ability to inspire a team.
- Ability to concentrate and remain calm and level-headed in a fast-paced work environment.
- Commitment to service and an ability to work effectively in a changing environment
- The MP&AM will be called upon to deal with a wide range of technical event requirements and will benefit from a working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting.
- The MP&AM will analyze and evaluate the need for technical support for various events and performances; will plan, develop, schedule and provide the technical supports required for each event or performance.
- The MP&AM is expected to meet the highest standards of professionalism and appearance with attention to decorum, and personal presentation.

## Compensation & Benefits

- Yearly Salary: \$80,000 - \$94,000 depending on experience and qualifications
- Extended Health and Dental
- Short Term and Long-Term Disability
- LIFE Insurance, AD&D, Dependent Life
- Municipal Pension Plan
- Paid Vacation

## To Apply:

Please submit your **resume** and **cover letter** to: [flehrbass@rmts.bc.ca](mailto:flehrbass@rmts.bc.ca)

Attention: Franz Lehrbass, Executive Director

Application deadline: 8:00am, Monday, February 5th, 2024. Pacific Time Zone.

We thank all who take the time to apply. However, only those selected for interviews will be contacted.