



ARTSCAPE

JOB POSTING

Job Title: Coordinator, Event Production
Position Type: Full Time, non-union
Department: Artscape Performance & Event Venues (APEV)
Reporting to: Manager, Event Production
How to Apply: Please visit the Artscape [Career Page](#) to apply.
Salary Range: \$43,000 - \$55,000 annually
Deadline to apply: September 9, 2022
What we offer: Hybrid flexible schedule

Comprehensive Extended Health Benefits
24/7 Employee Assistance Program
Employer matched RRP,
Generous paid time off, including Vacation days, Sick Time, Two Personal Days
One paid Social Activism day in June
Holidays office closure in December.
E-learning program available all year round.
Professional development and tuition assistance budget available

Vaccination Policy: All Artscape new-hires are required to be fully vaccinated or submit documentation regarding Human Rights exemption, as a condition of hire in accordance with the mandatory COVID-19 Vaccination policy.

About Artscape:

Artscape comprises a group of not-for-profit organizations with a mission to make space for creativity and transform communities. Please visit our website for the details <https://www.artscape.ca/>.

Position Summary:

Reporting to the Manager, Event Production, and working very closely with the APEV Sales and Logistics departments, the Coordinator, Event Production works across the APEV portfolio to deliver high-quality, customer-focused technical services to internal and external stakeholders, including APEV clients and colleagues. To learn more about our venues, please visit www.artscapeeventvenues.ca.

RESPONSIBILITIES:

Service Delivery

- Responsible for the day-to-day technical coordination for Daniels Spectrum, Artscape Sandbox and Artscape Wychwood Barns and will require movement to work onsite at multiple Artscape locations.
- Coordinates delivery of high-quality event technical services in line with Artscape organizational policies and provincial and federal legislation.
- Consults with and advises clients to determine and document technical requirements for events in multiple spaces, ensuring client expectations are managed in a polite and professional manner in line with organizational policies.
- Reviews event ground plans to ensure compliance with building and fire codes and health and safety policies.

- Liaises with suppliers for supplemental event equipment estimates, rentals, shipping and receiving and payments.
- Coordinates and facilitates equipment transport between venues as needed.
- Schedules technical staff in accordance with Employment Standards and Collective Agreements, ensuring that client needs are met.
- Supports the **Manager, Event Production** with part-time staff emergencies by providing coverage after-hours and over weekends.
- Reviews and provides first-level approval of hours worked by part-time technical staff for payroll purposes.

Client/Stakeholder Relationships

- Consults with and advises clients to determine and document technical requirements for events in multiple spaces, ensuring client expectations are managed in a polite and professional manner in line with organizational policies.
- Provides direction to onsite technical staff, ensuring professional event execution and adherence to health and safety and accessibility policies.

Problems and Organization Solutions/Opportunity/Risks

- Provides guidance and advice to colleagues with regard to event technical aspects and best practices.
- Coordinates day-to-day equipment maintenance ensuring inventory is functional and well-maintained.
- Coordinates delivery of high-quality event technical services in line with Artscape organizational policies and provincial and federal legislation.

REQUIRED QUALIFICATIONS:

- Post-secondary education in attainment in theatre production or a related field is required.
- First Aid, Working at heights and Elevated Work Platform certificates are required.
- Minimum one (1) year of experience in coordinating theatre technician roles.
- Medium level proficiency in Microsoft applications and Microsoft Office 365 (PowerPoint, Excel, Word, OneDrive, SharePoint, Teams).
- Previous experience indirectly or directly managing a team of people students/volunteers is an asset.
- Well organized, detail-oriented and a strong multitasker; Highly self-motivated, takes initiative. Fluent in English (written and spoken). Other languages are considered an asset.
- **This role will require flexible hours to accommodate the event and/or client requirements.**

Technical Skills, Competencies, and Knowledge



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- Various lighting fixtures, dimmers and control surfaces including common ETC consoles;
- Various sound equipment, including analog and digital consoles; appropriate speaker and microphone use, placement and best practices; playback devices.
- Common video equipment, including projectors and switchers, playback devices and software.
- Computer networking, including ethernet equipment and cabling and Wifi.
- Computer-aided design systems, ie. AutoCad or Vectorworks.
- Power systems, distribution equipment, amperage calculations.
- Rigging systems and associated safety requirements and practices.
- AODA compliant staging systems, including risers and drapery

Artscape is intentional in creating spaces that are inclusive and showcase creativity. Our community reflects this intention, as we welcome people from all experiences, inclusive of sexual orientation, gender identity and expression, religion, race, Indigenous status, ethnicity, mental and physical ability, caregiver status, housing status, place of origin, age, and all other statuses protected by the Ontario Human Rights Code.

Should you require accommodation at any stage in the employment process, please let contact the People & Culture team at hr@artscape.ca <https://www.artscape.ca/about-us/accessible-customer-service/>