

SENIOR VENUE TECHNICIAN PERMANENT FULL-TIME

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Events & Culture Coordinator, the Senior Venue Technician is responsible for management, co-ordination, maintenance and operation of all audio, visual & theatrical lighting equipment at the Morinville Community Cultural Centre (MCCC), other Town facilities, and at Town directed special events and festivals. The Senior Venue Technician will play a key role in overseeing technical requirements and facilitate the smooth operation of events. This position will assist in the management of theatrical equipment related budgets, volunteer programs, and maintenance and refurbishment schedules.

Key objectives of this position include:

- Provides management, maintenance and organization of audio lighting and video equipment operation.
- Attends meetings with clients, user groups and other Town staff to determine technical requirements.
- Provides recommendations and implements Occupational Health & Safety policies and procedures related to theatre and technical operations.
- Assess and execute the communication and coordination of technical needs for all events.
- Maintain efficient operations of the theatre including coordination and communication to address building maintenance, upgrades and deficiencies.
- Develops and implements venue and production paperwork.
- Assists with hiring, supervision, and scheduling of Casual Venue Technicians and volunteers.
- Assists with planning and management of yearly operational and capital budgets.
- Provides research and gather quotes for future purchases or rentals.

Requirements:

- A degree, diploma or certificate from a technical theatre program.
- Two years of direct related experience in the field of Venue Technician.
- Ability to deliver excellent customer service at all levels of the organization and with external partners.
- The successful candidate must be able to work a flexible schedule including evenings and weekends.
- The successful candidate will be required to provide a satisfactory Criminal Record Check prior to commencement of employment.

Compensation/Hours of Work: Annual salary range of \$61,573 to \$73,522 (7 Step Grid), based on a 35 hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities and a supportive work environment.

Application Deadline: Open until filled

Submit resume and cover letter, quoting "COMP #202222-SVT" to:

Human Resources, Town of Morinville
10125-100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

