

Job Posting – Associate Technical Director

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, The Bridge Festival of Ideas, and an annual regional tour. RoyalMTC.ca

DUTIES AND RESPONSIBILITIES

Under the direction of the Technical Director, the Associate Technical Director's primary responsibility is to oversee production operations at the Tom Hendry Warehouse Theatre in 4 key areas:

1) Warehouse Theatre General Operations

- Oversee the daily operations of the Warehouse crew.
- Ensure ongoing maintenance of production equipment.
- Maintain Updated Tech Specs.
- Ensure that department heads maintain an up-to-date inventory.
- Ensure ongoing maintenance of production equipment.
- Identify long-term maintenance needs and equipment upgrades.
- Assist in the development of safe working procedures and best practices.

2) Technical Direction of Royal MTC Productions (Tom Hendry Warehouse Theatre)

- Provide technical support to the creative team.
- Review production designs and provide a cost estimate.
- Identify technical challenges and work with department heads to identify solutions
- Create production schedules.
- Provide construction drawings to the Master Carpenter as required.
- Order materials and equipment in a timely manner.
- Track labour and materials spending.
- Oversee the production process from Tech Week to Opening Night.
- Schedule casual for load-ins/strikes.
- Read show reports and address technical concerns as they arise.

3) Tom Hendry Theatre, Rentals Coordinator

- Act as a contact for rental clients.
- Review technical needs and riders for rentals.
- Create an event production schedule.
- Provide a labour estimate to the client.
- Schedule casual crew as required.

4) Other Duties may include:

- Attending staff meetings as required
- Identifying and providing mentorship opportunities to the Assistant TD Intern
- Informing TD of Personnel matters as they arise
- Supporting the Technical Director in scheduling, costing, managing and executing all phases of productions presented at the John Hirsch Mainstage

QUALIFICATIONS

- A degree or diploma in theatre production plus a minimum of 5 years' experience in technical production.
- 1-2 years' experience as a Technical Director or Assistant Technical Director, or 3+ years' experience in another supervisory role related to theatrical technical production.
- A combination of experience and learning will be considered in lieu of a formal education.
- Ability to read and interpret ground plans, elevations, lighting plots, and other technical paperwork.
- Intermediate ability to use Vectorworks to generate 2D drawings.
- A strong general understanding of all production departments, including carpentry, props, rigging, audio, and lighting
- A solution-based approach to challenges as they arise.
- Good interpersonal and leadership skills.
- Strong desire to support the artistic and creative process.
- Ability to work independently with minimal supervision.
- Applicants must be legally entitled to work in Canada

COMPENSATION, BENEFITS & HOURS OF WORK

This is a seasonal position, typically running from September to June. For the 2025/2026 season, we anticipate a start date of September 8, 2025 and an end date of June 5, 2026 (subject to extension). The hiring range for this position is \$1,080 per week to \$1,200 per week, commensurate with experience.

Hours of work are based on a 40-hour work week, plus overtime and includes some evening and weekend work. Overtime shall be taken back as time off in lieu of payment periodically throughout the season.

MTC offers a comprehensive group benefit plan to which this position is eligible to participate in at the conclusion of the probationary period (3 months). This position is also eligible to participate in the group retirement plan after a period of one year. Following the completion of a satisfactory performance reflection at the end of this engagement, this position is eligible for recall on subsequent seasons.

APPLICATION PROCESS

Interested candidates are asked to submit a cover letter and resume to **Allison Loat, Director of Production**, at aloat@royalmtc.ca. Applications will be accepted until 11:59pm on June 15, 2025; only candidates selected to interview will be contacted.

Royal MTC is committed to fostering a safe and respectful workplace, free from any form of hate, discrimination, or harassment, where every individual treats one another with dignity and respect.

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism Commitment to Action, Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) positions in our company. Qualified individuals who self-identify as IBPOC are strongly encouraged to apply.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.