#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Special Events Technical Coordinator/TD

**Job Number:** C-073| VIP: 1435

**Band:** OPSEU-9

**Department:** Event Technical Services

**Supervisor Title:** Director, Conference and Hospitality Services

**Last Reviewed:**  August 8, 2013

#### **Job Purpose:**

This position is responsible for analyzing, planning, and managing approaches to technical requirements and applying technical skills to a range of situations, including convocation, special events, presentations, theatrical production, and news conferences. They will have sound knowledge of and be responsible for implementing workplace OHS and security practices as they relate to theatre and live performance events. This position will coordinate design and work collaboratively with artistic producers and/or directors both within and outside of Trent. Working very closely with our Special events office and Conference Services, they must be extremely flexible to work evenings, weekends, and irregular shifts.

#### Key Activities:

* Technical point of contact for all special events, Theatre Emphasis performance groups, presentations, productions, and conferences.
* Establish basic lighting design that productions will work with.
* Set up and oversee the operations of audio video and lighting equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for theatrical performance, concerts, sports events, meetings and conventions, presentations, and news conferences.
* Set up and operate associated spotlights and design, hang, focus and program custom configurations of installed lighting systems.
* Ensures all equipment and rigging, both installed in performance space(s) as well as circulating equipment is to code, maintained/updated/replaced as required.
* Provides one-on-one scenographic services to faculty/staff and students in areas relating to production and live presentation support. Access the feasibility and capability of requests. Researches best practices and trends in production.
* Acts as liaison representing client needs with backroom technical team supporting special events.
* Ensures the University processes are utilized appropriately in the design and implementation of events and that each event addresses risk management (including health & safety concerns), protection of the University’s assets, reputation and compliance with all laws and safety regulations.

#### Education Required:

* Diploma/Degree (3 year) in Live Production, Theatre and Events (Technical Production) or equivalent, demonstrated experience in Entertainment industry.
* Ability to represent the University as member of CITT Canadian Institute for Theatre Technology
* Certification Aerial Lift Operator

#### Experience/Qualifications Required:

* Minimum five (5) years’ experience supporting live production, including industry knowledge, stage management and production management experience within all aspects of sound and lighting design and production management.
* Excellent written and oral communication skills.
* Strong organizational skills, accuracy and attention to detail, ability to handle multiple priorities and meet short deadlines.
* Demonstrated experience in production management, lift operation and power tools.
* A strong understanding of computing, networking and video conferencing technologies.
* Ability to look beyond the initial symptom of an issue, and instead perform an in-depth analysis to identify and document the root cause(s).
* A demonstrated sense of responsibility, resourcefulness and teamwork.
* Proven ability to effectively communicate feedback in a positive and professional manner.
* Ability to develop and maintain positive working relationships both within and across organizational boundaries.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

Coaches and mentors faculty, staff and students on an ongoing basis on technical matters dealing with performance, presentation and production management.

##### Communication

Internal:

* Faculty/Staff/Students, to understand event requirements and communicate appropriate solutions
* Faculty/Staff/Students/ event organizers (internal & external) to provide and share technical expertise

External:

* External event organizers working with Trent departments and also independents

##### Motor/ Sensory Skills

* Fine motor skills, dexterity - Configuring sound boards
* Keyboarding
* Audio & Visual queuing/programming – capture the requirements of an artistic vision and convert to technical specification
* Visual
* Visual and auditory

##### Effort

Mental:

* Sustained Attention
* Intense concentration
* Meeting deadlines - Live performance – no chance at re-take
* Design LX/Sound board/staging in harmony with client
* Think in both colour and dimension of light or lack of

Physical:

* Heights
* Standing
* Working in tight space and low lighting (performance)
* Physically capable of routinely/handling heavy equipment

##### Working Conditions

Physical:

* Lift heavy objects/ lighting equipment; speakers; set elements
* Pulling equipment up

Psychological:

* Deadlines
* Time pressures
* Dealing with multiple streams of priorities