



Scorpio Theatre

331 – 41 Avenue NE, Calgary, AB T2E 2N3

Information: boxoffice@scorpio.ca

Scorpio Theatre is a Calgary-based theatre company specializing in new and new-to-Calgary works. We are an entirely volunteer driven company that likes to work hard and play hard. We have an exciting new season planned (our 20th!), and are in need of a Technical Director to help us bring these amazing stories to life. Below is a list of the responsibilities for the role. If you believe you're the person we're looking for, please submit a resume to info@scorpio.ca. Also, to see details of our upcoming season, please visit scorpio.ca.

Responsibilities:

- Anticipation of logistical issues and proactive analysis provided to the Executive Producer and Director.
- Regular and prompt communication with collaborators.
- Costing analysis of preliminary and completed designs to create work schedules, equipment lists, and supply lists.
- Coordinate and facilitate the work of artists such as stage crew, construction crew, designers, directors, choreographers, and stage managers as it relates to technical operations during rehearsals, setup, technical rehearsals, strike, and restore.
- Supervision, leadership, and professional development of artists such as stage crew and construction crew.
- Present during pre-production, production, and post-production activities. Available on an on-call basis between opening and closing performances to troubleshoot issues with stage crew and stage management.
- Consultation and advice regarding maintenance of stage equipment, supplies, operations, and capital expenditures.
- Coordinate acquisition and transportation of equipment and supplies.
- Advance logistical needs for productions, presentations, and venue partnerships.
- Approving expenditures and recording costs.
- Maintain and update building technical drawings and specifications, including Vectorworks drawings.
- Other Duties as mutually agreed.