

Job Title: Production Coordinator II



Requisition ID: 7533

Department: Rec, Cultural & Facility Services Dept.

Service: Community Rec, Culture & Sport Services

Branch: Cultural & Heritage Prog & Spaces Branch

Employment Type: 1 Full-time Permanent

Work Hours: 40.00/hours per week

Affiliation: IATSE

Salary Information: \$64,896.00 - \$64,896.00 annually (2019 rates of pay)

Location: Ben Franklin 101 CentrepoinTE

City: Ottawa, ON

Job Category: Recreation, Cultural & Facility Services

Application Close: 17/04/2023

JOB SUMMARY

Cultural and Heritage Programs is responsible for multi-disciplinary arts centres, heritage and museum facilities and structures, the delivery of arts, heritage and museum public programming and events, volunteer program development, audience development, and exhibits and research.

Working in a team environment, you are responsible for coordinating activities within the production areas of Ottawa Theatres. To execute the production elements of an engagement while coordinating volunteer stage hands, paid stage hands and visiting production staff and artists, you train personnel, and operate and maintain highly specialized theatrical equipment.

EDUCATION AND EXPERIENCE

Completion of a Technical Production program or equivalent experience

Minimum of 5 years of experience working in Production for the Live Entertainment Industry

Fall Protection training is an asset

Personnel lift training is an asset

Formal training in Audio, Lighting and/or Counterweight Fly Systems is an asset

CERTIFICATIONS AND LICENCES

Must obtain Standard First Aid, CPR and/or AED certificates within the time frame determined by the employer

Must complete all required on-the-job training/certifications (e.g. WHMIS, fall arrest, confined space entry, etc.) within the timeframe determined by the employer.

KNOWLEDGE

- Leadership principles
- Adult Learning and Training methods
- Proficient knowledge of Health and Safety legislation in the Live Entertainment Industry
- Working knowledge of set design and construction
- Proficiency in the operation of Counter Weight Fly Systems, theatrical carpentry, atmospheric effects, and Lighting and Audio systems
- Aptitude in Microsoft Office and software for automated lighting and/or audio control systems
- Must be familiar with all applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the work place, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures.

COMPETENCIES, SKILLS AND ABILITIES

- Effective interpersonal communication, customer service and leadership skills
- Proficiency and training in theatre lighting, audio, rigging and staging techniques
- Results oriented and able to carry out directives

- Able to evaluate the individual capacity and capabilities of employees, volunteers and clients, allocating resources in an effective manner
- Very good analytical, problem solving and trouble shooting skills
- Ability to adjust easily to an ever-changing environment.
- Resourceful and diplomatic.
- Self motivated with a positive attitude.
- Able to gain respect of a diverse client group.
- Able to work from heights and climb ladders.
- Must be prepared to work flexible hours including weekends, evenings and holidays.

WHAT YOU NEED TO KNOW

- Police Record Check: The successful candidate will be required to complete a Criminal Records and Judicial Matters Check with the Police Services detachment in their jurisdiction to the City of Ottawa's satisfaction.; Note: Under the age of 18, requires a Criminal Record and Judicial Matters check in place of the Vulnerable Sector Check.; Police record checks completed by a third-party company will not be accepted.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions.

Candidates are encouraged to self-identify as a member of one or more designated employment equity groups in the self-identification questionnaire.

The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.