



JOB DESCRIPTION

CLASSIFICATION: FACILITY TECHNICIAN - COMMUNITY DEVELOPMENT

JOB TITLE: SPECIALIST – EVENT TECHNOLOGY

REFERENCE NO: 43029

DIVISION: PUBLIC SERVICES

DEPARTMENT: COMMUNITY DEVELOPMENT

APPROVAL DATES: BY:  DATE: Aug 5, 2022
MANAGING DIRECTOR – PUBLIC SERVICES

BY:  DATE: August 4, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a unionized position responsible for the design, planning, coordination, and delivery of the event technology requirements for City facilities. This position requires working outside of normal business hours on events.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Supervisor, Event Technology.
- Maintains close working relationships with other Community Development department employees.
- Works with IT and other City departments to support event technology.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Design, install, and maintain event technology systems and equipment throughout city facilities.
- Works with user groups, licensees and renters on facility use, regulations and requirements.
- Responsible for all matters regarding event technology such as, but not limited to, rigging, sound, lighting, and projection in facilities.
- Works with departments throughout the city to identify and predict event technology needs, advise on solutions, and implement new technology to enhance user experiences.
- Identifies and advises on supplementary services or equipment necessary to fulfil contract riders with users.
- Prepares necessary information and reports, as required by the Manager – Guest Experience & Operations.
- Provides informational tours of the facility to members of the public/school tours as required
- Participates in the training of facility volunteers and outside user groups
- Other related duties as assigned by the immediate supervisor or delegate.

REQUIRED COMPETENCIES:

- Knowledge of technical requirements as it relates to event planning.
- Thorough knowledge of the technical requirements for all types of productions and events.
- Recently demonstrated ability in the operation and maintenance of stage equipment.
- Effective decision-making skills, including sound judgement and consistency and ability to establish and maintain effective working relationships with the public, user groups and licensees.
- Ability to safely work in and adapt to a changing work environment that may include tight spaces, working at heights, heavy lifting, exposure to excessive continuous noise, and the outdoors.
- Working understanding of system networking and communication protocols and how to efficiently implement event technology into new and existing networks.

- Working understanding of construction/building methods and codes in relation to the installation of event technology equipment
- Demonstrated ability to prioritize, plan, organize, implement and effectively monitor the technical requirements of facilities.
- Excellent communication and public relations skills.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications, including CAD operations, audio DSP, and lighting network software.
- Proven interpersonal skills and ability to model behaviors associated with a constructive culture with a commitment to and application of the City's Health, Safety and Environment Management System and Corporate Safety standards.
- Knowledge and understanding Alberta's Occupational Health, Safety, Environment, and other relative Federal and Provincial and Municipal legislation.
- Ability to work independently with minimal supervision.

REQUIRED QUALIFICATIONS:

- Successful completion of a two (2) year diploma in technical theatre or related discipline from a recognized post-secondary institution.
- Two (2) years of related experience including:
 - One (1) year direct experience in production coordination or technical direction.
 - One (1) year diversified stage management and stage technical experience.
- An equivalent combination of management approved training and experience in the professional events industry may be considered.

August 2, 2022