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## PARKS, RECREATION AND CULTURE CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

### SURREY CIVIC THEATRES ASSISTANT TECHNICAL DIRECTOR (Regular Part Time)

The City of Surrey Arts Services Division is seeking a qualified Assistant Technical Director (ATD) for the Surrey Civic Theatres (SCT). Providing the focal point for the performing arts in Surrey, the Civic Theatres are comprised of three performance spaces:

- The Surrey Arts Centre's 405-seat **Main Stage** is a traditional proscenium stage and fly gallery located at Surrey Arts Centre. The theatre is the principle rental space for performing arts groups from Surrey and its surrounding communities.
- The 129-seat **Studio Theatre** was completed in 2002, as part of a larger renovation project at the Surrey Arts Centre. Characterized as a black box theatre, the seating is fully retractable, which allows for a wide range of configurations and uses, from traditional theatre settings to cabaret style performances and meetings.
- **Centre Stage**, which opened its doors in April 2014, is located in the Council Chambers at Surrey's new City Hall. The space can be converted from the Council meeting space into a 200-seat performance theatre complete with state of the art sound, lighting and audio-visual equipment and raised stage area.

Reporting directly to the SCT Technical Director (TD), the Assistant Technical Director (ATD) position provides an opportunity to work with a skilled team of theatre professionals in the facilitation of all aspects of technical production work for the SCT. In addition, the ATD will assist the TD with basic administrative duties, routine inventory and maintenance on the theatre's technical equipment and systems. The ATD will also be responsible for assisting with production, venue and site coordination for the Surrey International Children's Festival (SICF). Duties will also include overseeing, documenting and implementing routine maintenance on the City's Public Art (PA) Collection.

The successful candidate will have a diploma from a recognized post-secondary institution, supplemented by at least 2 years related experience in performing arts production or an equivalent acceptable combination of training and experience. Other important skills for this position include strong attention to detail, high functioning time management skills, the ability to multitask and work safely and effectively with staff and community members, and build relationships with new and existing SCT patrons. Effective and tactful communication skills are a must for this position as well as demonstrated initiative, a positive attitude, and strong customer relations. Proficiency with basic computer programs i.e. Microsoft Office (Excel, Word) is required.

Applicants must have a valid BC driver's license, Emergency First Aid certificate with CPR, and scissor lift certification. Hours and days of work will vary and will include weekends and evenings. Flexibility in scheduling will be required.

Applicants under consideration will be required to consent to a Police Information Check.

To apply online, go to our website.  
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