



APPLICATIONS ARE INVITED FOR THE POSITION OF

**THEATRE TECHNICIAN – CARDINAL CARTER ACADEMY FOR THE ARTS
CUPE LOCAL 1328 OFFICE, CLERICAL AND TECHNICAL EMPLOYEES**

**Salary Range - \$1,762.43 - \$2,047.41 Biweekly
(Inclusive of Benefit and Pension Plan Entitlements)**

Please note that the position requires direct contact with school children, and all participants must be practicing Roman Catholics verified through a pastoral reference letter from your parish priest.

PLEASE NOTE: THIS IS A 12 MONTH POSITION

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

The incumbent will be required to work evenings and weekends, in order to provide technical support to students during rehearsals and performances.

As such, the employee's daily work schedule will involve staggered hours scheduled throughout the year by the Principal. The staggered work schedule may change according to the needs of the school (i.e. rehearsal changes etc.).

If the staggered work schedule results in the incumbent working outside the band hours of 7:30 a.m. to 5:30 p.m., a shift premium will be applied to the employee's salary accordingly.

QUALIFICATIONS:

- Two-year college diploma in technical theatre training (e.g. Theatre Arts, Theatre Production) or equivalent
- Minimum 6 months prior related experience
- Main stage experience would be an asset

DUTIES:

Reporting to and under the direction of Principal, this position will provide technical and logistical support for school productions. Duties and responsibilities include but are not limited to the following:

- Participate with the Arts staff to determine the technical and stage requirements for school productions
- Operate the sound, lighting and fly functions during internal and external performances
- Participate in the Theatre Tech Club and provide guidance and technical direction as required

- Liaise with community group permit holders regarding equipment needs
- Arrange performance venues, check performance space and on site equipment required
- Order additional equipment from the Board or outside agencies as needed
- Maintain the inventory of theatre and arts related materials, supplies and equipment
- Ensure the storage, upkeep and security of all equipment including props and costumes
- Follow up with the Purchasing Department regarding new equipment, delivery dates, installation, and modifications as required
- Make equipment and facilities available to other schools within the Board as requested
- Maintain and operate the concession booth
- Perform other duties as assigned or required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Monday, January 17, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=846b7d3a-2b39-4701-ae48-7cd04006ca20

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

PLEASE NOTE: A SKILLS ASSESSMENT WILL BE CONDUCTED.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.