

## TECHNICAL COORDINATOR

The Saint John Theatre Company (SJTC) is looking for an energetic, tech savvy Technical Coordinator to be part of the team that plans promotes and operates the annual Fundy Fringe summer theatre festival in Saint John, NB.

Get to know the inner-workings of a non-profit organization, gain valuable office & technical skills, and experience working in a professional, fast-paced environment. The position will begin late June/early July until the end of August.

8 weeks, 35 hours per week / Starting July to end of August.

The Technical Coordinator would report to the Head Technical Coordinator of the SJTC.

Responsibilities include but not limited to:

- Operate and set up summer Fringe Festival venue locations
- Supervision of crew, maintenance of equipment and operation of productions
- Supervise load in/out and set up in all venues
- Various hours and days. Flexibility is a must.
- Assisting with oversight of lighting & sound configurations for all venues
- Additional related tasks may be assigned
- Working with volunteers at various venues
- Working with performers to determine their technical requirements within the limits of our inventory and rental budget

Requirements:

- Hardworking
- Organized/Motivated
- Experience with sound & lighting systems would be an asset
- Own Laptop would be considered an asset
- Valid Driver's License would be an asset
- Flexible schedule (may require some nights and weekends)
- Must be a full time student and returning to full time studies in the fall

To apply, submit a cover letter and resume no later than Thursday May 31, 2018 to:  
[admin@saintjohntheatrecompany.com](mailto:admin@saintjohntheatrecompany.com)

Please note only those selected for an interview will be contacted.