



## **EMPLOYMENT OPPORTUNITY TECHNICAL DIRECTOR**

<b>APPLICATION DEADLINE:</b>	July 24, 2026
<b>START DATE:</b>	August 31, 2026
<b>COMPENSATION:</b>	\$844 per week plus 4% vacation pay.
<b>LOCATION:</b>	On-site, Winnipeg, Manitoba
<b>EMPLOYMENT TYPE:</b>	Seasonal with 31 planned weeks of work for the 26/27 season.
<b>SUPERVISE:</b>	Occasional casual labour
<b>HOURS :</b>	35 hours per week (typically M-F, 9-5) Hours will vary according to the requirements of specific productions. The work of this position will often necessitate extensive hours per week prior to production opening, including evenings and weekends.

### **ORGANIZATION DESCRIPTION**

Prairie Theatre Exchange is a 53-year-old professional theatre company with an operating budget of over \$2 million, located in downtown Winnipeg on the third floor of Portage Place Mall. Founded in 1972, with an emphasis on Canadian plays, presented primarily by local artists in an intimate 323-seat thrust theatre, PTE is a nationally recognized company with deep roots in community.

PTE produces five to seven shows per season in its mainstage programming. Its 42,000 square-foot facility includes two theatres, two studios, shops for scenery, props, and costumes, a rehearsal hall, a library for resident playwrights, a lobby, lounge, boardroom, and offices. PTE also serves as a resource centre for other arts organizations, renting spaces for rehearsals, shows, workshops, and office space.

PTE is a PACT theatre (D-house), working within the CTA, ADC and IATSE agreements.

### **ABOUT THE ROLE**

Reporting to the Production Manager, the Technical Director is responsible for ensuring the safe, efficient, and cost-effective delivery of all technical aspects of Prairie Theatre Exchange productions. This includes assessing technical drawings for cost, labour and structural integrity, supervising casual staff as necessary, maintaining theatre equipment and facilities, ensuring compliance with safety standards, supporting capital projects, and collaborating with the Production Manager to deliver high-quality productions on schedule and within budget.

**FUNCTION:** To ensure the smooth operations of the technical aspects of all productions mounted or presented by Prairie Theatre Exchange.

**RESPONSIBILITIES:** Financial

- be on budget and on time as per production schedules or receive approval for any variances
- research and oversee installation of various capital replacement projects on an ongoing basis

Production

- to ensure that all stage equipment, shop machinery and tools are in safe and proper working order, within guidelines determined by the Production Manager, the manufacturer and within the confines of prevailing labour, building and fire codes
- collaborate with the Production Manager regarding costing of all shows, and recommending possible avenues to ensure that the shows will come in, on, or under budget
- approve of set, sound and lighting designs with regard to safety, compatibility and scheduling
- work with the Head Carpenter on construction or procurement of all scenery (rehearsal and final) for all PTE productions
- supervise the fit-up, strike and returns of all Prairie Theatre Exchange sets, costumes, props, sound and lighting
- act as Manager on Deck for tech/dress rehearsals as scheduled by the Production Manager
- be responsible for all physical and technical requirements of all Prairie Theatre Exchange productions
- be responsible for the safe workings of all special effects including rigging
- attend all production meetings
- to ensure that all requests made by external clients are safe and do not contravene any Prairie Theatre Exchange policies or procedures
- to drive and pick up materials as necessary
- to maintain the company vehicle

Personnel

- be responsible for the supervision of Prairie Theatre Exchange's contract production personnel including, but not limited to, stage electricians, carpenters, painters, props and costume buyers / builders with special attention as to their competence and safety
- maintain a close working relationship with all members of the production team
- to make recommendations to the Production Manager regarding the hiring and rehiring of production staff

Administration

- be responsible for maintaining a clean, safe, efficient, secure and equitable working environment

- be responsible for reporting any accidents/incidents to the Production Manager

#### General

- be assigned by the Production Manager duties that are not defined in this position profile
- work with the Production Manager on building and theatre maintenance
- uphold the professional image and name of Prairie Theatre Exchange in good faith during all dealings with staff, guest artists, the public, suppliers, sponsors and other theatre companies

### **QUALIFICATIONS/REQUIRED SKILLS:**

#### **Key Qualifications**

- Significant professional experience in technical direction or production management within a professional theatre or live performance environment.
- Post-secondary education in technical theatre, production, or a related discipline, or an equivalent combination of education and experience.
- Demonstrated experience developing and managing production budgets and schedules.
- Extensive knowledge of scenic construction, stage rigging, theatrical lighting, sound systems, and production technologies.
- Experience supervising technical crews, contractors, and production personnel.
- Thorough knowledge of applicable workplace health and safety legislation, fire codes, and industry best practices.
- Valid Class 5 driver's licence and ability to operate company vehicle.

#### **Required Skills & Attributes**

- Strong leadership and people management skills, with the ability to motivate, mentor, and supervise.
- Excellent organizational and project management skills, with the ability to manage multiple productions and competing priorities simultaneously.
- Proven ability to solve complex technical challenges while balancing artistic vision, safety, budget, and timelines.
- Strong verbal and written communication skills, with the ability to collaborate effectively with designers, directors, artists, and staff.
- Sound judgment and a proactive approach to risk management and workplace safety.
- High level of mechanical aptitude and troubleshooting skills.
- Ability to read and interpret technical drawings and construction plans.
- Proficiency with standard office software and production-related computer applications.

### **PHYSICAL WORKING CONDITIONS:**

This role is both administrative in nature, requiring prolonged periods of time working at a desk on a computer, but also requires regular work in the theatre. The Technical Director must be able to stand, walk, climb and move throughout the theatre and production spaces for extended periods of time. This role requires the ability to safely perform physically demanding work, including lifting and moving equipment and materials, working at heights, operating in environments with machinery and power tools, and performing tasks that involve bending, kneeling, reaching, climbing, and other physical movements while adhering to established safety procedures.

## **APPLICATION PROCESS:**

Interested candidates are asked to submit a cover letter and resume via email to Tiffany Rozall, Production Manager (tiffany@pte.mb.ca) by **Friday, July 24, 2026, 5pm CST**. All applicants must be legally eligible to work in Canada.

Prairie Theatre Exchange is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we encourage submissions from individuals of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities who possess the skills and qualities listed above.

Prairie Theatre Exchange is committed to providing accommodation for persons with disabilities in all parts of the hiring process. Please contact PTE if you have accessibility needs in applying for this position.

**Not 100% sure of your qualifications? If your experience looks a little different than what we have outlined, but you believe you could excel in this role, we encourage you to apply. Please tell us what you can bring to this role.**

Prairie Theatre Exchange appreciates all submissions of interest, however only those selected for an interview will be contacted.