

## Technical Coordinator

### JOB DESCRIPTION

Mulgrave Road Theatre (MRT) is searching for an experienced and knowledgeable Technical Coordinator. This role will be responsible for the technical implementation of the new MRT Centre, with its first production scheduled for July of 2026. Reporting to the Artistic Director (AD), the Technical Coordinator will work as an integral part of the creative team collaborating with consultants, designers, and staff to ensure MRT's production values and safety are met.

### DUTIES AND RESPONSIBILITIES.

- Assume lead technical responsibility for the runup and opening of the new Centre as well as oversee technical elements and requirements for activities happening at in the new theatre.
- Work in conjunction with the AD and Administrator to create schedules; manage budgets, materials, and equipment.
- Establish both material and labour costing for all production elements; technical and scenic.
- Communicates with designers to realize production designs while keeping within budgetary constraints.
- Produces all construction drawings and other production paperwork.
- Manages budgets for all scenic areas in consultation with the Administrator
- Ensure all production elements are delivered on schedule and on budget.
- Engages crew as required.
- Manages the installation of all technical and scenic elements in the theatre.
- Oversee the technical requirements and implementation of new carpentry shop.
- Manages the build process in the carpentry shop, including scheduling, timely supply of required materials, and safe operations consistent with health and safety policies.
- Run and maintain technical booth, lighting, and sound gear.
- Runs setups for productions and cultural events in the MRT.
- Assists in the set-ups and strikes of visual art shows in the gallery.
- Commits to creating a safe and equitable space for all artists and employees.

### Qualifications/ Skills

- Graduate of a Technical Theatre program or equivalent work experience
- 1-3 Years' experience as a Technical Coordinator or crew chief in theatre or live events
- Proficiency in Vectorworks
- Good knowledge of theatrical construction techniques and materials
- Awareness of safe and efficient theatrical labour standards
- Theatrical rigging knowledge
- Understanding of typical schedules and timelines for mounting a theatrical production
- Knowledge of theatrical lighting, sound, and projection
- Demonstrated attention to detail and accuracy
- Self-motivated and able to carry out tasks with little supervision
- Strong interpersonal and oral/written communication skills

- Excellent time management, organizational and administrative skills
- Skilled in problem-solving and able to adapt quickly
- Exhibits a positive and collaborative attitude, fostering teamwork and cooperation.
- Flexible schedule that allows availability to work some evenings and weekends

**Salary and length of term:** \$50,000 per year for two years.

35 hours per week.

Two weeks of vacation, annually.

Access to a reliable vehicle is required.

The successful candidate will be required to provide an up-to-date Vulnerable Sector Check.

A 3-month probation period will be in effect.

Please send resumé, letter of interest and two references to:

[hr@mulgraveroad.ca](mailto:hr@mulgraveroad.ca)

Specify Technical Coordinator in the subject line.

Deadline to submit: December 18, 2025 at 12:00 noon AST

Interviews will take place in early January

Position to begin before January 30, 2026

### **About Mulgrave Road Theatre**

Based in Guysborough, Nova Scotia, Mulgrave Road Theatre develops and produces professional works of theatre, and fosters artistic and cultural experiences for its community.

Activities include:

- Developing theatre works through commissions, residencies, and workshops.
- Producing original plays, as well as premieres of plays developed elsewhere.
- Presenting other performing arts individuals and companies.
- Initiating and implementing creative community programming.

MRT is currently constructing a zero-carbon Centre for the Arts, slated for completion in early 2026, that will include:

- 2000SF blackbox theatre with retractable seating for 75
- Combined lobby / art gallery
- Workshop facilities and creative spaces
- Administrative offices
- Bar/kitchen facilities
- Dressing rooms and green room
- Gender-neutral public washrooms
- Rental spaces

Mulgrave Road Theatre is grateful to be located on the sacred land of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present, and future caretakers of this land.

**Inclusion statement**

Mulgrave Road Theatre does not discriminate based on a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information. Mulgrave Road Theatre is committed to providing a workplace free from any type of harassment, violence and discrimination where all staff members, potential and invited artists, cultural workers, participants, members of the public and volunteers are treated with respect and dignity. MRT's full Discrimination, Harassment And Violence Policy is available on request.