



Job Title: Technical Coordinator of Theatre Operations - Full-time (Continuing)

About the University: It's your time to shine!

Work where the world comes to create, discover and learn. We are one of Canada's top universities and leading research institutions. With more than 8,000 undergraduate and graduate students, two campuses (Lethbridge and Calgary), seven faculties and schools, and more than 2,500 employees, ULethbridge is Lethbridge's second largest employer. Faculty and staff come together to contribute, each in their own way, to establishing ULethbridge as Canada's destination university. In 2022, Lethbridge was recognized as one of Canada's top small cities.

Desired Start Date: August 4, 2026

Starting Salary Range (at 1.0 FTE): \$5,291.00 - \$5,989.00 monthly

Full Salary Range (at 1.0 FTE): \$5,291.00 - \$6,687.00 monthly (AUPE - Grade 12)

Position Description: The Technical Coordinator of Theatre Operations ensures the safe, efficient operation of the performance spaces and shops associated with the Faculty of Fine Arts. Reporting to the Operations Manager, Faculty of Fine Arts, they oversee all design and technical aspects of Drama productions and activities as well as all technical supports for Music department events and internal/external rentals of Fine Arts performance spaces. They are responsible for fostering a collaborative workplace, promoting collegial relations between academic and non-academic staff, and supporting student learning. They are responsible for maintaining and coordinating safe practices in all performance spaces and shops, aligned with University policy, Alberta Occupational Health and Safety, Act Safe, and Alberta Safe Stages. They are the operational supervisor of AUPE employees.

Key Responsibilities:

Facility Management – Theatre and Performance Spaces:

- Manages all performance-related and instructional facilities and equipment in the Faculty, ensuring safety, maintenance, proper functioning, and cleanliness.
- Consults with academic and non-academic staff to prioritize, research, and procure and repair capital assets, technology, and other equipment.
- Supports performance facility renovations and upgrades.
- Works closely with Ulethbridge Facilities including Risk and Safety Services, Utilities, Campus Planning, and other teams as required. Also works with external integrators and general contractors to complete facility and equipment upgrades or retrofits.

Technical Direction:

- Oversees all technical supports required for performance events, including Drama and Music department activities and events, internal users, and external rentals.
- Acts as task supervisor for AUPE staff and students, including scheduling work in consultation with the Production Manager; providing training, mentorship, and informal feedback; ensuring production deadlines are met; ensuring that work meets appropriate professional standards.

- Plans and organizes all technical and construction aspects of theatre productions, including accurate blueprints/drawings of designs, observing budgets, estimating costs, and managing all aspects of the build of shows including construction and painting.
- Leadership role during load-in, technical, and dress rehearsals, overseeing set up and strike of set, lighting, sound, rigging, projections, special effects etc.

Curriculum and Student Support:

- Collaborates with academic staff to support technical theatre and design curriculum, including planning and delivering technical demonstrations for classes and small groups of students, providing resources on current safety and professional practices, and developing and delivering technical tutorials.
- Provides mentorship to students in technical and design classes and practicums and provides academic staff with informal feedback on student performance.
- This position also provides support for other courses in the Fine Arts on an as-needed basis.

Administration and Leadership:

- In consultation with department chairs, academic staff, and non-academic staff, develops policies, procedures, and workflows to support efficient and sustainable workflows and ensure a student-centered, supportive, and collaborative learning environment.
- Fosters a collaborative workplace, promoting collegial relations between academic and non-academic staff, and supporting student learning.
- Supports positive workplace relationships, and conflict resolution among team members.
- Promotes equity, diversity, inclusion, and decolonization through their work practices and participates in Faculty initiatives to support decolonization, Indigenous inclusion, and reconciliation.

Review of applications will begin on May 25, 2026.

Position Qualifications - Education and experience:

- Bachelor's degree in theatre production, design or a related field.
- Minimum of five years' experience in technical theatre, design, and/or production; ten+ years preferred.
- Minimum of three years' experience in supervisory role in theatre or live performance; experience as technical director strongly preferred; experience working within collective agreements and in unionized environment preferred.
- WHMIS, fall arrest, and first aid certifications.
- Working knowledge of all safety standards (OHSA, Act Safe, Alberta Safe Stages) relevant to theatre production and experience implementing them.
- Ability to assess and manage risks that arise in relation to theatre production and live events, in collaboration with other departments of a large organization.
- Thorough knowledge of structural and mechanical construction for the stage, including materials, techniques, welding, rigging, and painting.
- Thorough knowledge of electrical systems, video and image projection, sound, and lighting.
- Proficiency with CAD/drafting software, lighting, sound, and projection software is required; experience teaching others how to use these software applications is an asset.
- Ability to conduct research in products, materials, and equipment and to recommend equipment purchases for theatre.

- Ability to estimate costs, developing and follow budgets, and monitor expenses.
- Ability to lift and work with weights in excess of 50 pounds and at various lifts and heights.
- Outstanding interpersonal, conflict resolution, communication, and problem solving-skills, and the ability to mentor students and emerging artists in these skills. Ability to provide feedback in a positive and constructive manner; Experience mentoring and providing positive, constructive feedback to students, apprentices, and/or emerging artists; experience in an educational/post-secondary context preferred.
- Demonstrated competence and commitment to equity, diversity and inclusion.
- Ability to be an effective team leader within a diverse community of students, faculty, and staff; ability to promote excellent working relationships between staff, faculty, students, and community members.

Please submit your resume, cover letter and professional work samples, or an abbreviated portfolio of work showcasing productions, concerts, or other projects relevant to the position, via the ULEthbridge PeopleAdmin website: <https://uleth.peopleadmin.ca/postings/9137>

Employment Equity: The University of Lethbridge invites applications from all qualified candidates; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residence will be given preference.

The University of Lethbridge is committed to providing an inclusive and barrier-free work environment, including through all aspects of the hiring process. If you require support during the hiring process, please contact Human Resources at human.resources@uleth.ca so that accommodations can be put in place to support you. All private information received in relation to your request for support will be kept confidential, only information required to facilitate the accommodation will be shared with the selection committee.