



TOWNSHIP OF UXBRIDGE POSITION DESCRIPTION

DEPARTMENT:	Community Services
JOB TITLE	Music Hall Technician
AFFILIATION:	Staff
HOURS OF WORK	Flexible based on upcoming performances
IMMEDIATE SUPERVISOR	Music Hall Technical Manager

Date: April 2025

PRIMARY FUNCTION:

The primary function of the Music Hall Technician is to oversee the safe and efficient operation and maintenance of all sound and lighting facilities and related equipment within the Uxbridge Music Hall. This role involves ensuring compliance with safety protocols and maintaining the integrity of the venue's technical infrastructure to provide seamless and high-quality experience for clients and patrons.

DUTIES and RESPONSIBILITIES:

As a Music Hall Technician, you will receive training in all aspects of technical theatre operations, including:

- **Lighting:** Working at heights, using ladders, hanging and focusing lights, replacing theatre fixture bulbs, cleaning and maintaining fixtures, and programming the lighting board for productions.
- **Sound:** Setting up and running sound equipment, including microphones, monitor return feeds, and integrating the venue's existing system with touring groups' equipment. You will also learn to balance, EQ, and operate the soundboard, troubleshooting any live performance issues as they arise.
- **Projection:** Learning how to operate, program, and integrate digital projection into productions.

Strong problem-solving skills and the ability to meet or exceed the expectations of renters and production teams are valuable assets for this role.

Property:

- 1. Sound and Lighting Oversight:** Approve setup, configuration, and operation of the Hall's sound and lighting systems by User Groups.
- 2. Equipment Records:** Maintain comprehensive records of technical equipment use and maintenance for replacement purposes.
- 3. Inventory Management:** Prepare and maintain an up-to-date inventory of Hall sound and lighting equipment, as well as Music Hall property (e.g., curtains, safety and climbing equipment).
- 4. Facility Maintenance:** Ensure sound and lighting operating and service areas (e.g., control booth, upper stage rooms) are kept clean, organized, and in good condition.
- 5. Reporting Non-Compliance:** Promptly report any issues or non-compliance by clients, their crews, or cast that may result in Music Hall property damage to the Music Hall Technical Manager.

EDUCATION AND CERTIFICATIONS

1. Relevant technical experience or certifications for sound and lighting equipment operation.
2. Health and Safety certifications: Willing to obtain First Aid/CPR, Working at Heights and Fire Safety training, as required.
3. Proficiency in relevant software and equipment.

EXPERIENCE

1. Two years of related experience in customer service, communications, and technical setting (sound and lighting systems).

Compensation: \$27.58 – \$32.27

How to Apply:

Please submit a **one-page resume** highlighting your relevant experience and a **one-page cover letter** to:

Joel Myslik, Technical Manager

Uxbridge Music Hall

 jmyslik@uxbridge.ca

Closing for submissions: Monday April 28th 5:00pm

KNOWLEDGE, SKILLS AND COMPETENCIES

1. Previous experience and ability to maintain sound and lighting systems.
2. Excellent customer service and communication skills, both written and verbal.
3. Strong organizational, administrative, and interpersonal skills.
4. Capable of working under pressure and in a fast-paced environment, coordinating multiple tasks and responsibilities, and establishing priorities.
5. Highly motivated and creative.
6. Flexibility to work evenings and weekends, as required.
7. Strong planning, time management and problem-solving skills.
8. Knowledge of Occupational Health and Safety Act and Regulations, Accessibility for Ontarians with Disability Act, and other relevant regulations.
9. Knowledge of Township and Departmental programs, services, policies, and procedures.