

EMPLOYMENT OPPORTUNITY
Assistant Technical Director
at Crow's Theatre

Position: Assistant Technical Director
Location: Toronto, Ontario
Date of Posting: September 22, 2026
Preferred Job Start Date: Immediate
Application Deadline: This posting will remain open until the position is filled

ABOUT CROW'S THEATRE

For more than 40 years, Crow's Theatre has been a leading force in the Canadian theatre landscape, recognized for provocative and award-winning new theatre work that premiere in Toronto often followed by national and international tours. Crow's Theatre is distinguished as a preeminent cultural destination for its far-reaching imagination, ideas, exchange, diversity, and grassroots belief that the arts are essential to healthy and thriving communities.

Led by Artistic and General Director, Chris Abraham and Executive Director Sherrie Johnson, Crow's Theatre is located at the corner of Carlaw Avenue and Dundas Street East in Toronto's east end. Our home is comprised of four venues for dynamic cultural and community programming: the Guloien Theatre (225 seats); Studio Theatre (90); the Nada Ristich Studio Gallery (80); the full-service Lobby Bar; as well as an onsite restaurant leased to Piano Piano, which can accommodate 60 seated indoors and 75 on the outdoor patio.

ABOUT THE POSITION

Crow's Theatre's Production team is growing – with the addition of a second Assistant Technical Director position to join our team. Reporting to the Director of Production, the Assistant Technical Director (ATD) is a position that manages aspects of the designs & build, in conjunction with and assigned by the Technical Director (TD), and working alongside an additional ATD, from pre-production to load out. This includes providing theatre drawings and inventories to designers, checking their preliminary and follow-up paperwork for viability, cross-referencing for conflicts, and managing the show's needs during rehearsals, tech, previews, run, and load-out. As well as day to day operation in the Production Department.

This is a supervisory position. The role of an ATD is to assist the TD to facilitate smooth running of the project. Additionally, they need to function as the Technical Director in their absence and should be able to lead the team with equal efficiency.

RESPONSIBILITIES

Technical Drafting & Documentation:

- Liase with designers to produce or revise technical drawings for scenic builds, rigging, and mechanical elements.
- Maintain updated ground plans and section views for each production.
- Contribute to the creation and maintenance of production bibles and archival documentation.
- Contribute to the creation and maintenance of facility drawings and plans as requested.

Production Support & Coordination:

- Assist the Technical Director (TD) in overseeing all production elements from design integration to post-show evaluation.
- Track deadlines for technical milestones (drawings, approvals, budgets, crew calls) as assigned.
- Maintain clear lines of communication between creative teams and production departments.
- Help anticipate and resolve technical challenges before they impact schedules or budgets.

Budgeting & Purchasing Support:

- Track labor estimates, material usage, and expenses across multiple shows and timely report to Production Manager.
- Assist in value-engineering scenic elements to stay within budget without sacrificing design integrity.
- Maintain vendor relationships and negotiate pricing on hardware, lumber, and equipment rentals.

Shop & Load-In Supervision

- Oversee safe and efficient construction, load-in, and strike processes.
- Lead on-the-ground coordination of scene shop staff, over-hire crews, and casual technicians.
- Provide hands-on support during complex installations, automation setup, or specialty builds.
- Coordinate transportation and logistics of scenic units, especially for offsite storage or touring

Venue Infrastructure & Equipment Maintenance

- Conduct regular checks on venue systems (fly systems, grid & catwalk, rigging, counterweights, automation, etc.).
- Support TD in long-range maintenance planning for technical equipment and infrastructure.
- Coordinate inspections, servicing, and repairs of tools and theatrical systems.

Health & Safety Leadership

- Maintain safe working practices in the shop backstage, the warehouse and onstage, with proper PPE and training.
- Lead safety briefings, enforce lock-out/tag-out procedures, and document incidents or near-misses.
- Ensure compliance with provincial/municipal safety codes and union agreements.

Communication & Team Collaboration

- In collaboration with the TD and PM, facilitate collaboration between departments during technical rehearsals and previews.
- Track and respond to daily show reports from stage management and act when appropriate
- When asked, serve as point of contact for external partners (touring companies, co-producers, rental clients, etc.).

Run Support & Troubleshooting

- Support ongoing show needs, including scenic maintenance, backstage access, and changeover schedules.
- Troubleshoot technical issues with minimal disruption to performances.
- Assist with understudy rehearsals or special events requiring technical adjustments.

Mentorship, Training & Culture

- Train apprentices, technical interns, and junior staff in safe tool usage and technical procedures.
- Foster a positive, respectful, and inclusive work environment backstage and in the shop.

- Contribute to professional development of junior staff by offering feedback and support.

Special Projects & Company Support

- Participate in season planning, feasibility assessments, and technical budgeting.
- Support special events, fundraisers, and rentals with technical expertise.
- Occasionally support projection/video integration, live events, or unconventional performances in non-traditional spaces.

QUALIFICATIONS

- A solid background and training in lighting, audio, scenic construction and general theatre rigging.
- Working knowledge of CAD and/or Vectorworks, ETC Eos, Qlab, Microsoft Office Suite and general computer literacy.
- Knowledge of networking as it applies to Art-Net lighting control, and Dante Audio.
- Knowledge of basic audio systems including Dante and Yamaha Consoles.
- Exceptional organizational and communication skills, and excellent problem-solving skills.
- Working at Heights certification.
- First Aid Training Certified or a willingness to obtain certification.
- A valid G Driver's License is a strong asset.

COMPENSATION

This is a full-time permanent position. A competitive package will be provided with salary commensurate with experience in the range of \$65,000 to \$72,500 per annum. The position includes participation in Crow's extended health benefits and pension plan.

APPLICATION

To apply, please email your detailed resume and a cover letter in PDF form to hire@crowstheatre.com. Please refer to "Assistant Technical Director" in the subject line.

Crow's Theatre thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please.

Crow's Theatre is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. Crow's Theatre is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Crow's Theatre is committed to an inclusive and barrier-free recruitment, selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require any accommodation during the hiring process, please email us confidentially at sherrie@crowstheatre.com