

Venue Technician and Site Liaison (Offsite Contractor)

Location: Old Victoria Arts Centre (OV Arts Centre), 25 Victoria Road
Hours: \$30/hour, maximum 15 hours per week*
Apply To: The Nanaimo Performing Arts Guild c/o cultureandevents@nanaimo.ca
Deadline: Wednesday, January 28, 2026 at 11:59 pm.

General Description

Under the supervision of the Chair of the Nanaimo Performing Arts Guild** with support from the City of Nanaimo's Staff Liaison to the Guild (Manager, Culture & Special Events), the Venue Technician and Site Liaison ensures that the OV Arts Centre's technical infrastructure is kept in excellent operational condition, that user groups are supported with their technical requirements, and that the facility can seamlessly meet rental client's needs from a technical, security and venue-logistics standpoint.

This contract position works closely with the City of Nanaimo's Facility Allocations, Facility Maintenance and Culture & Special Events teams. The role emphasizes technical care, proactive maintenance, equipment readiness, and optimizing the venue for use for the performing arts community. The Venue Technician and Site Liaison will act as the primary technical "face" of the venue to external users.

** The Venue Technician and Site Liaison will have the ability to increase their hours by contracting with venue renters for technician hours.*

***The Nanaimo Performing Arts Guild is a City of Nanaimo Parks, Recreation & Culture advisory committee that is appointed by Nanaimo City Council and supports the operation of the Old Victoria Arts Centre (OV Arts Centre) at 25 Victoria Road.*

Venue Technician Responsibilities

- Participate in clients' technical planning and production meetings and liaise with City staff to ensure alignment of building maintenance and venue technical infrastructure.
- Advise on venue technical policy, health & safety protocols and orientation/training for visiting crews unfamiliar with the venue.
- During event days, act as the venue's technical lead on-site: oversee load-in and technical set-up, ensure all systems are working, assist the visiting crew if needed, monitor technical operations during performance or event, and oversee load-out/restore.
- Support the technical side of the venue, including backstage operations and fire safety.
- Ensure that post-event, the venue is restored to standard condition.
- Liaise with City staff, external contractors, or service providers for scheduled inspections.
- Ensure all technical areas and equipment meet health & safety requirements.
- Maintain a roster of reliable technical staff familiar with the venue and coordinate their training and deployment as needed.
- Liaise with the City Commissionaire after-hours in the event of emerging issues.

Responsibilities (Site Liaison)

- Act as the principal venue contact for the City's Allocations staff.
- Provide tours to prospective clients, highlighting what infrastructure is available, and how the space supports a range of events.
- Work with the City's Allocations staff to ensure that the technical setup, costs and staffing are accurately reflected in each OV Arts Centre booking contract.
- Ensure appropriate staffing and equipment are arranged, and that any special technical requests (e.g. dance floor, video production, conference AV) are logged and actioned.
- Confirm availability of technical staff (either in-house or freelance).
- Confirm availability of contract security services (if required).
- Coordinate venue security, cleaning, and other contractors as needed.
- Liaise with the City Commissionaire after-hours in the event of emerging issues.

Required qualifications

- Practical experience in theatre/venue technical operations, preferably in a multi-use context.
- Knowledge of theatre technical systems: lighting consoles/focus, sound desk/rigging, PA, video projection systems, stage rigging, and safe working at height.
- Interest or experience in identifying and implementing technical upgrades.
- Familiarity with technical rider processes.
- Ability to train and maintain a small roster of on-call technical staff.
- Ability to diagnose, troubleshoot, and repair or coordinate repair of technical equipment.
- Ability to use equipment inventory databases and basic spreadsheets/logs.
- Comfortable entering technical zones, climbing ladders/rigging points, managing cables and consoles, and completing occasional manual tasks.
- Basic familiarity with budget management or procurement processes for technical equipment.
- Excellent organizational skills, able to manage multiple tasks and work independently.
- Ability to work effectively and tactfully with staff, volunteers, and the public.
- Satisfactory Criminal Record Check.

Preferred Qualifications

Completion of a post-secondary theatre program, or current enrolment in a post-secondary theatre program, or an equivalent combination of education and experience.