

Technical Assistant

Job Summary:

The Technical Assistant is responsible for assisting in the delivery of technical elements during performances, as well as the preparation for those. They will assist in all areas related to delivery of events, from planning and preparation through to execution.

Reports to: Technical Director

Member of: Technical Team

Technical Duties:

- Assist Technical Director with show-related tasks and stage set ups
- Assist in moving equipment
- Operate lights, sound, video projection on a per-show basis
- Clean and organize stage and backstage areas
- General maintenance and inventory control
- General theatre duties as assigned
- Supervise rehearsals and no-tech rentals

Qualifications (preferred but not required)

- Interest in or experience in theatre
- Familiar with Audio and Lighting Systems
- Experience using computer software including Google Suite or Qlab
- Experience using ETC lighting boards would be considered an asset
- Experience using Behringer or digital audio boards would be considered an asset

Desired Applicant:

- Passionate about creating and planning live performances and creative events
- An energetic and creative team player
- Organized and has strong time management skills
- Strong attention to detail and good analytical skills
- Willing to work flexibly, both independently and as part of a team
- Interest in creating a sustainable healthy work environment

Possible Learning Opportunities:

- Experience with programming moving and led light fixtures
- Experience with advancing rentals and reviewing contracts
- Experience in backstage theatre and show operations

- Experience in movie operations
- Experience in stage management or production management
- Experience in setting up simple audio systems
- Experience working with artists, producers, other theatre staff and volunteers
- Gain insight into the workings of a performing arts facility

Other Requirements:

- Ability to carry 50lbs
- Ability to work at height
- Transportation to and from work
- Ability to work flexibly

Term: 8 weeks (or the equivalent), within the following date range June 23, 2026 - August 28, 2026 (These dates may be flexible)

You will be working a combination of show calls and technical admin/maintenance calls for 280 hours, the equivalent of 8 weeks at 35 hours/week. Working hours will be variable, including some evenings and weekends, with notice, and reasonable time off between shifts. The array of hours will be determined in consultation with the successful candidate. This Job Description outlines the duties required in this role to indicate the level of responsibility. The list of duties may vary from time to time.

Salary: \$23/hour

Candidate: This position is funded through the Canada Summer Jobs program, and is thus open to candidates aged 15 – 30, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job, and be legally entitled to work in Canada.

The Chester Playhouse is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply. If accommodation is needed to participate in the job application process, candidates will be welcomed and encouraged to contact us for assistance.

Work Environment:

The primary work environment for this position will be in a working theatre.

How to Apply:

Please send a cover letter describing why you are interested in this position and any related work experience, to info@chesterplayhouse.ca. Please include a resume, if you have one.

Deadline to apply: May 4 2026

<https://chesterplayhouse.ca/wp-content/uploads/2026/04/Technical-Assistant-1.pdf>