

Job Posting: Venues Technician/House Technician

Hours:	Casual / on call
Compensation:	\$30/hour + 4% vacation pay
Application Deadline:	Until position is filled
Start Date:	May 2026 / As required
To Apply:	Please submit a resume by email to: Mhiran Faraday, Director of Events, Partnerships, and Rentals events.director@vcm.bc.ca

Located on the Ləkʷəŋən traditional territory, known today as the Songhees, Esquimalt, WSÁNEĆ (Tsartlip, Tseycum, and Tsawout) and Scia'new (Beecher Bay) Nations, the Victoria Conservatory of Music identifies equity, diversity, inclusion, accessibility, and reconciliation among its guiding ideals, and encourages applications from candidates of all identities and backgrounds.

Overview

The Victoria Conservatory of Music is looking for a Venues Technician/House Technician to join the Events and Rentals Team. The Venues Technician/House Technician will play a key role in ensuring safe, welcoming, and well-managed spaces while collaborating closely with artists, educators, students, therapists, staff, and community members for the use of performances spaces, including the Alix Goolden Performance Hall, the Robin & Winifred Wood Recital Hall, and a black-box theatre space.

This is a casual on-call position, and shifts vary from month to month with variable shift times, including evenings and weekends.

The Victoria Conservatory of Music – A great place to work

The Conservatory is so much more than just a music school; it is also a creative hub where music, technology, and vision converge, fostering an environment where students can stretch their musical imaginations. In addition, the Conservatory's beautiful heritage Alix Goolden Performance Hall is a premier concert space for the Greater Victoria region. The Conservatory is also a place where people come for the health and wellness benefits that music brings through our renowned Music Therapy program. We are a community that inspires, nurtures, and enriches through excellence in music education, performance, and wellness.

Key Responsibilities

- Lead or support production process including load in, installation, rehearsals (as required), show operation, strike, and restore of required elements including audio, lighting, stage, video.
- Provide basic stage management as needed, including leading a small team for select events.
- Coordinate and oversee activities of technical or auxiliary staff contracted on behalf clients.
- Oversee the cleanliness and readiness of rental spaces before and during events, ensuring post-event restoration in collaboration with Facilities/Custodial.
- Prepare timely post-event summaries and reports.
- Liaise with clients and manage scheduled staff to ensure smooth operations.
- Work closely with Conservatory event staff and volunteers.
- Maintain and ensure timely communication with client throughout the rental process and information on any actual or anticipated deviations (i.e. crew hours extending beyond original call, venue cleaning fee, usage of additional equipment and ensuring this is documented and authorization is secured prior to continuing).
- Timely reporting of significant issues to Venues Manager and/or Director of Events, Partnerships, and Rentals.
- Attend production meetings, as required.
- Assist with venue technical documentation, as required.
- Conduct maintenance of any technical elements needed as scheduled, or report on equipment to be send out for repair.
- Conduct orientation and training to facility renters, student, and volunteers in safety, emergency procedures, technical and facility operations (as required).
- Maintain a high level of professionalism and courtesy with all user groups and performs with positive professional contact acting as a point of contact with artists, staff, and clients.
- Execute and coordinate emergency procedures and reporting all accidents/incidents immediately.

This list of duties is not exhaustive; other duties may be assigned as business needs require.

Strengths and Skills

- Able to assess priorities, manage multiple tasks, and resolve challenges efficiently in the moment
- Adaptable in a dynamic, collaborative environment, with the ability to stay calm and work efficiently in fast-paced settings.
- Ability to work effectively independently and as part of a team.
- Excellent written, verbal and interpersonal communication skills.
- Highly organized and detail-oriented.
- Exhibits professionalism and ability to demonstrate exceptional client service and leadership skills.

Qualifications and Requirements

- Experience in technical theatre or concert production.
- The ideal candidate is a generalist with a broad range of abilities required to meet the diverse needs of internal and external clients.
- Ability to work effectively with diverse stakeholders such as community users, professional artists, and Conservatory staff and students.
- Strong working proficiency in English, both verbal and written.
- Able to safely perform manual labor tasks, work comfortably at heights using ladders and lifts, and lift/carry equipment weighing up to 50lbs.
- Willingness to work a flexible schedule, including evenings and weekends.
- This role requires frequent movement and the ability to stand for extended periods.

Other Requirements

- Knowledge of professional sound and lighting systems with the following systems as an asset:
 - ETC Element 2 console / Nomad.
 - Allen and Heath SQ6.
- First aid certification is considered an asset.
- An appreciation for multiple genres of performing arts.
- A Criminal Record Review is required for all positions at the Conservatory.

We would like to thank all applicants in advance for submitting their applications. Please note, only those candidates chosen to continue through the selection process will be contacted.