



PRODUCTION & TECHNICAL COMMITTEE COORDINATOR ROLE DESCRIPTION

Purpose:

The Production and Technical Committee works with the Arts & Entertainment Program Manager to manage all aspects of Technical and Production that are required to support the eight live entertainment stages that are programmed during Pride Weekend. This function includes: a thorough analysis of the technical entertainment needs, management of the technical production before and during Pride Weekend, management of personnel stage requirements, including Stage Managers, Assistant Stage Managers and Roadies and managing the overall operations of eight live stages over two and a half days of programming.

This list is a sum of what the committee is responsible for. It is intended to be split between two coordinators and be completed with the help of other committee members and a team of weekend volunteers as appropriate.

Terms:

There are two Coordinators on the Production & Technical Committee. Each coordinator is appointed to a two year term. Each Coordinator position requires a commitment of approximately 4-7 hours per week from August through to February, and a commitment of approximately 15-20 hours per week from March through to June.

Responsibilities:

Production Coordinator

- With direction from the Arts & Entertainment Program Manager, manage the overall operations of the eight outdoor entertainment stages;
- Identify the personnel requirements to effectively manage the operations of these stages over the course of Pride Weekend. This includes the requirement for Stage Managers, Assistant Stage Managers and Roadies;
- Recruit, select, train, schedule and oversee the production staff and volunteers to ensure the seamless management of all stages during Pride Weekend;
- Work with Programming Coordinator to understand the full scope of the entertainment line up and Artist's performing requirements;
- Work with the Artist Hospitality Committee to manage the backstage hospitality requirements while Artists are performing;

Required Skills Production Coordinator:

- Stage Management experience is required
- Experience leading a team of volunteers or staff is an asset
- Experience managing production staff is an asset
- Ability to lead and motivate volunteers and staff
- Excellent organizational and communication skills



Technical Coordinator

- With direction from the Arts & Entertainment Program Manager and Event Logistics Manager, oversee and manage all of the technical production requirements to logistically produce eight outdoor entertainment stages to meet the needs of all live performances programmed over two and a half days;
- Conduct thorough site walks with each of the suppliers and create a comprehensive production plan for each supplier to follow in order to ensure organized and seamless production of the entertainment areas;
- Manage the technical and logistical operations of all entertainment stages from setup to strike during the festival.
- Act as the central point of contact for all entertainment suppliers, before, during and after the festival;
- Work with the Production Coordinator to ensure that all of the Artists, technical needs are met during Pride Weekend;

Required Skills Technical Coordinator:

- Experience working a live entertainment venue is required
- Experience working or liaising with production companies is required
- Excellent organizational skills and attention to detail
- Experience writing and preparing contracts is an asset
- Strong time management and project management skills

Required Skills:

- Must be at least 18 years or older and have a Police Records Check Completed (please see the PRC Volunteer Screening Policy)
- Comfortable working in a fast pace environment and within time sensitive deadlines
- Ability to remain professional and calm under pressure
- Ability to strategically solve problems and implement solutions
- Community minded



Outline of Responsibilities as a Coordinator with Pride Toronto:

1. Demonstrate and support Pride Toronto's Mission, Vision, Values and Strategic Direction
2. Work as a team member with the other Committee Coordinator (if applicable), staff and Board Members
3. Manage the Committee
 - Create and facilitate the work of the Committee; working with the Volunteer Program Manager to find suitable volunteers to work on the committee
 - Maintain and update the work plan on monthly basis
 - Hold regular Committee meetings, arrange agendas, notify participants, maintain meeting minutes and store records of meetings in the appropriate folder on the Pride Toronto server
 - Submit personal and Committee time sheets to the Volunteer Program Manager monthly
 - Manage any issues that arise within the Committee, and update staff liaison on the progress of the Committee
 - Define roles and responsibilities for all Committee members/volunteers and provide training where necessary with staff support
 - Update and maintain Committee training manuals with staff support
 - Ensure open and timely communications with other Committees
4. Manage the Committee Budget adhering to the following requirements:
 - Before purchasing products a written quote must first be secured
 - A written contract must be completed for products or services
 - Coordinators do not have the authority to bind Pride Toronto to any contracts without staff approval
 - Written approval is required from a Pride Toronto staff member before making a purchase exceeding \$100
5. Mentor potential 'future Coordinators'
6. Attend monthly Pride Toronto Coordinator Meetings and prepare Budget updates, Workplan updates and general Committee updates in advance of those meetings and submit these updates to staff liaison
7. Provide an end-of-year summary report and attend a debriefing meeting with staff
8. Attend workshops/training sessions that are provided
9. When possible, attend Pride Toronto General Meetings



Pride Toronto – Mission

Pride Toronto exists to celebrate the history, courage, diversity and future of Toronto's LBGTTIQQ2S* communities.

*Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, 2 Spirited

Application Process:

Please submit your resume to:

Pride Toronto
Erin Kelly
Volunteer Program Manager
Volunteer_program@pridetoronto.com

Tel: 416-927-7433 ext. 227

Fax: 416-927-7886

Pride Toronto adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.