



Rental Event Attendant

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Position Description

The Greater Victoria School District has theatre venues at Oak Bay High, Victoria High, Esquimalt High, Spectrum Community School and Reynolds High plus other venues that are primarily dedicated to education and may also be used by the community and outside organizations. The scheduling of non-school events is carried out by Rental Services within the Facilities Department along with support from school based Theatre Managers.

Reporting to the Manager of Facilities and to the Theatre Manager, the Rental Event Attendant is the School District representative for external groups renting theatres on Fridays after 5 pm, Saturdays, Sundays and Statutory Holidays.

REA – 1

Opens the facility 30 minutes prior to the beginning of the scheduled rental event. Assures that the appropriate doors are unlocked and that doors to access prohibited area within the school are locked.

REA – 2

Confirms that the student technician(s) scheduled by the school have arrived and confirms that they understand the nature of the rental and their specific role as the technician(s) on duty.

REA – 3

Greets the rental group, familiarizes the group with the facility and ensures that the group has necessary equipment and services needed to proceed with the rental.

REA – 4

Conducts frequent security sweeps of the building for the duration of the rental to ensure that the building is clear of individuals not attending or taking part in the rental.

REA – 5

Communicates with the school-supplied technician(s) to determine if assistance is required with any technical aspect of the rental and provides support when requested.

REA – 6

Consults with the rental group during the rental event and offers assistance as required.

REA – 7

Provides support to front-of-house and backstage crew as required.

REA – 8

Supervises students learning theatre craft and provides positive guidance and feedback.

REA -9

Ensures that the rental group adheres to the terms of the rental contract when on SD 61 property.

REA – 10

Implements SD 61 emergency management protocols if required.

REA – 11

At the completion of the rental, working with the school supplied technician(s), ensures that all school equipment used in the course of the rental is returned to dedicated storage areas.

REA – 12

Closes and secures the building at the end of the rental event following established protocols.

QUALIFICATIONS

Rental Event Attendant

EDUCATION	<ul style="list-style-type: none"> • Grade 12 certificate or an equivalent combination of education, training • Valid Class 5 British Columbia Driver’s License. • Completion of a two year diploma in light sound and stage management
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EXPERIENCE	Up to two years of experience operating sound and light equipment
KNOWLEDGE	<ul style="list-style-type: none"> • Lighting, sound, stage management, running crew and front-of-house management. • Familiarity with lighting consoles and digital sound consoles and associated equipment • Job related safety regulations and techniques as outlined in the WorkSafeBC regulations. • School District #61 Policies and Regulations, municipal, provincial and federal regulations relevant to his/her department.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public. • Adapt to changing circumstances and schedules. • Highly effective communication skills to respond to issues that may arise with guests and/or students. • Coaching skill to work with younger students still learning the craft of theatre technology and stage management • Proficient use of Windows based computer operating systems. • Perform duties in compliance with safety regulations.
WORKING CONDITIONS	<p>OCCUPATIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Successful Criminal Records Check • Sufficient sight and hearing to perform related job duties. • Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations. • Able to perform related physical and mental activities. • Able to work in a highly active physical environment.

Reviewed: December 2018