

Job Title:	Tech Coordinator	Job Class:	Coordinators
Division:	Festival Operations	Department:	Operations
Reports To:	Director, Festival Operations	Term:	N/A
Job Description			
<p>Position Summary:</p> <p>The Tech Coordinator is responsible for overseeing all technical aspects of Pride Winnipeg's events, ensuring seamless audio-visual, lighting, and technical equipment operations. This role works closely with the Festival Operations Director to support technical logistics for events, ensuring smooth execution of all festival-related tech requirements.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Collaborate with the Festival Operations Director to plan, coordinate, and execute all technical elements for Pride Winnipeg events. • Manage and oversee the setup, operation, and takedown of all audio-visual, lighting, and technical equipment during events. • Ensure that all technical systems (audio, video, lighting, etc.) are in good working order before, during, and after the events. • Coordinate with technical suppliers and vendors, ensuring timely delivery and installation of equipment. • Troubleshoot and resolve any technical issues that arise during events, providing quick and effective solutions. • Assist with event rehearsals to ensure all technical components function smoothly. • Work with event managers and production teams to ensure the technical setup aligns with the event's needs. • Supervise and manage a team of volunteers to assist with technical setups and event operations. • Maintain inventory of all technical equipment and ensure proper storage and maintenance. • Ensure compliance with safety standards for all technical operations, including electrical and rigging safety. • Provide post-event support, including equipment breakdown and follow-up on any technical issues or feedback. <p><u>Skills/Qualifications:</u></p> <ul style="list-style-type: none"> • Strong technical knowledge of audio, visual, and lighting systems. • Previous experience in event production, AV coordination, or technical support. • Excellent problem-solving skills and ability to troubleshoot technical issues quickly and effectively. • Strong organizational skills and the ability to manage multiple tasks and priorities. • Proficient in using event management and technical production software (e.g., lighting boards, sound mixers). • Excellent communication skills, with the ability to work effectively with a variety of stakeholders. • Ability to remain calm under pressure and work in a fast-paced, dynamic environment. • A commitment to Pride Winnipeg's mission and values, ensuring that all technical work supports an inclusive and positive experience for all attendees. 			
Last Updated On:	02-01-2025	Updated By:	Brittney Frias

