

VIDEO POOL

media arts centre

TECHNICAL DIRECTOR

Video Pool Media Arts Centre aims to inspire curiosity and creative expression through open exploration of technology in all media art forms, focusing on practices that are adventurous, independent, and explore niche approaches to art and technology. We strive to cultivate experimental artistic practices and accessibility to technology through presentation, production, distribution and education while also supporting the greater arts community through our programs, facilities and expertise.

VP's Technical Director will work to deliver and/or manage all aspects of VP's technical requirements, particularly as it relates to our third floor production centre. The Technical Director ensures that member's needs are served through well-researched equipment acquisitions, regular repair and maintenance of existing resources and the creation and application of clear and consistent policies.

PRINCIPAL ACCOUNTABILITIES

- Facilitate and Administer equipment and suite rentals for members and internal bookings, this includes budgeting, invoicing, implementing and developing relevant policies, and resolving conflicts.
- To advise members and stakeholders on technology needs as it pertains to art practices and internal organizational use or events.
- Equipment and software research, purchasing, installation, maintenance, and troubleshooting for members as well as all VP departments.
- To write, or assist in writing, funding applications for the operation of the Production Centre and equipment acquisition/facilities improvements.
- To undertake other duties as required by the Director.

TASKS

Key tasks and skills include:

- Ensuring that the facilities serve member's needs through new acquisitions, upgrades, repair and maintenance
- Teach members and staff how to use software and equipment
- Develop, maintain and enforce policies and procedures to ensure a safe, usable and

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- equitable environment for staff and members.
- Create a safe, welcoming and supportive environment for artists
 - Participate actively in anti-oppression training and initiatives
 - Troubleshoot / research all aspects of media arts technologies as they arise
 - Research / maintenance of equipment
 - Manage VP's IT and facility equipment requirements
 - Ensure that policies regarding booking and rental of equipment and facilities are consistently applied
 - Basic departmental financial duties related rentals
 - Developing the departmental budget in conjunction with the Executive Director.
 - Supervising staff as needed
 - General advocacy for Video Pool Media Arts Centre

QUALIFICATIONS

- Curiosity, and the ability to solve complex problems.
- Strong knowledge of A/V production and presentation equipment.
- Knowledge of sound, lighting, projection, 3D printing and technology-based art installation and performance.
- Knowledge of analog and digital audio and video production and post- production formats, systems and set-ups, including format transfers/digitization and multi-channel setups.
- Strong commitment to upholding the values of equity, diversity and inclusion
- Excellent organizational, verbal, written and interpersonal communications skills.
- Personal commitment to some form of creative cultural practice.
- Experience working with artist-run centres, collectives or community based organizations.
- Demonstrated ability to be self-motivated, with an ability to organize day to day operations, set and meet deadlines, work well under pressure and exercise sound judgment in setting priorities.
- Proficient in Mac OS and Windows computing environment, including all creative software (Adobe Creative Cloud, DAW's, madmapper etc.). Knowledge of Linux and open source software systems is an asset.
- Good understanding of computer networking and maintenance.

VP considers itself a training ground for both artists and its staff and as such, potential candidates without extensive experience in every aspect of this opportunity are encouraged to apply, provided they show solid technical capacities in a majority of the qualifications and a keen interest to learn. VP is committed to employment equity and we actively encourage applications from members of historically and systemically marginalized groups.

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RENUMERATION

Salary: \$35,880 - \$41,730 + 6 weeks vacation and paid health benefits
The Technical Director is expected to work 30 hours per week

Application Deadline: February 28th, 2026

To apply, please email a cover letter and CV as a single attachment to:

emma@videopool.org

Subject Line: Technical Director

We thank all applicants for their interest; however, only those selected for an interview will be contacted.