

Altitude/C

Position Title: Production Coordinator with Technical Background

Altitude/C is a Montreal based event agency with more than 25 years of experience producing large scale corporate events across Canada, including conferences, leadership summits, internal gatherings, award ceremonies, and galas. We design memorable experiences that support our clients' objectives and uphold their brand standards.

As part of our continued growth in the Greater Toronto Area, we are strengthening our local technical presence and seeking a professional who can bridge on site technical execution and structured production coordination.

Your Mission:

We are looking for a motivated live event production professional with a good foundation in audiovisual systems and who is eager to contribute to both on-site technical support and pre-production coordination. This role is focused on supporting technical planning, documentation, and logistics for corporate live events, while also providing hands-on assistance during setup, rehearsals, and show execution.

The role offers the opportunity to grow into greater responsibility in technical coordination and project management. The successful candidate will work closely with our VP of Sales and Production. After an initial onboarding period, you will progressively take ownership of technical scopes, from planning and preparation through on-site execution and post-event evaluation.

Responsibilities:

Pre-Production & Planning

- *Assist in technical design and planning for corporate events*
- Create gear lists and technical documentation
- Liaise with suppliers, freelancers, and AV partners
- Draft show flows, load-in/load-out plans, and tech schedules
- Join client calls and help align expectations and timelines

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Technical Leadership & On-Site Execution

- *Support on-site technical needs during setup, rehearsals, and tear-down*
- *Support coordination of on-site AV crews and vendors*
- *Operate audiovisual equipment for corporate presentations when needed*
- *Troubleshoot issues calmly and efficiently during showtime*
- *Ensure safe, seamless, and professional event delivery*

Coordination & Growth

- *Take on delegated PM tasks over time*
- *Provide post-event technical feedback*
- *Contribute to the development of scalable technical and operational processes within the GTA team*

Profil Sought:

We are seeking a versatile and dependable professional with strong organizational skills and a willingness to grow within a structured production environment.

You are the ideal candidate if you have:

- 3 to 5 years of experience in corporate live event production
- Familiarity with audiovisual environments and on-site production support
- Comfortable contributing to pre-production planning and documentation, including schedules, show flows, and logistics
- Strong communication skills with clients, vendors, and internal stakeholders
- The ability to remain calm and solutions oriented in high pressure live environments
- Interest in growing into increased responsibility in production coordination and project support over time
- Residence in the Greater Toronto Area and availability for travel across Canada
- A valid driver's license is considered an asset.

Conditions:

- Schedule: Full-time, Monday to Friday, with flexible hours based on event delivery
- Location: Based in the GTA, with remote work and on-site event presence
- Work model: Hybrid and flexible

The Perks of Working at Altitude/C:

- Growth-focused environment with real leadership opportunities
- Equipment provided, with work-life balance as a priority
- People-first agency culture with a creative mindset
- Remote flexibility and national project exposure
- Direct impact on a growing Toronto operation

Joining Altitude/C means shaping the future of our Toronto production team and contributing to experiences that matter.

To apply, send your resume to info@altitudec.com.

Only selected candidates will be contacted.