



Project Arts Centre

Technical Manager (Full-Time)

Job Description

Project Arts Centre (PAC) is seeking applications from skilled, experienced and motivated individuals to join our team at Ireland's foremost contemporary arts centre.

Project is a vibrant, welcoming hub that connects artists, audiences and local communities, promoting exchange, experimentation and collaboration, and the presentation of extraordinary work that inspires and provokes. Based in Temple Bar, Dublin, Project Arts Centre consists of two performance spaces and a gallery. We present hundreds of performances and visual arts events to the public each year and provide a range of supports to individual artists and companies who are part of our Project Artists initiative. We also work with local communities and schools to reach new artists and develop new audiences.

Project has three performance/installation spaces in the building; The Space Upstairs, The Cube, The Gallery, in addition to The Bar & Upper Foyer and the Lower Foyer/Reception/Box Office area. We also have an online space, Project Portal. Project's current strategy is heavily influenced by our policy Towards Equality Diversity and Inclusion (TEDI), which gives particular consideration to four priority areas: Sexuality and Gender Diversity; Disability; Socio-Economic Background; and Cultural Diversity.

Project is committed to making the necessary time and space to create inclusivity through action.

The **Technical Manager** is a key member of PAC's team and the production department is an essential part of our operational activities.

This is a fixed-term, full-time contract for two years, with varied hours including evening and weekend work. There is a six-month probation period.

The **Technical Manager** reports to the Head of Production as their line manager, and ultimately to the Executive Director.

Experience in the theatre environment is essential and in the Visual Arts environment is beneficial.

Duties & Responsibilities include:

- Supporting the Head of Production in the planning and implementation of Project's performance programme including co-productions, visual arts commissions and installations.
- Liaising with incoming companies and artists with regards to detailed technical requirements on-site and implementation of the performance programme, visual arts programme and events in the bar or foyers.
- Being present and providing technical support as required during the get-in, installation, presentation and get-outs of all shows and exhibitions requiring the use of technical resources.
- Supervision of incoming and in-house crews during the use of any and all of Project's spaces.
- Supporting effective communication throughout the Production Department, completing any reports and implementing plans as required by the Head of Production.
- Setting and maintaining the highest standards in the provision of technical support, information, facilities and professional courtesy to all of Project Arts Centre's visiting artists and companies.
- Leading the team of Centre Technicians and managing their time, performance and capacity.
- Preparing, testing and installing materials and venue equipment as required by the performance programme, visual arts installations and individual events.
- Managing the cleaning, service and repair of technical equipment, backstage and storage areas and providing preventive maintenance and improvement measures.
- Re-configuring rigging and seating systems in the theatre spaces as required.
- Supporting other staff members with any technical, maintenance or support needs throughout the building.
- Being an active contributor to the staff team through attendance at staff meetings and other relevant organisational meetings/ events

The ideal candidate will:

- Be self-motivated and display a high degree of initiative
- Have experience of and/or interest in managing a team
- Be a strong communicator
- Have a high level of accuracy and attention to detail
- Have strong working knowledge of typical in-house sound and light systems and audio-visual equipment and their installation, operation, maintenance, and repair.
- Have experience in a professional theatre environment, either freelance or in-house.
- Have experience in visual art handling (installing, crating, packing etc.)
- Have relevant professional qualifications and training (MEWP Licence, Stage Pass etc.) including a good working knowledge of current Health and Safety regulations

Professional Development opportunities

Professional development and training are a core part of the job description and will be available for the Technical Manager and technical team at a number of different levels:

- Internal informal training (delivered by members of staff)
- External training (depending on skills development needs arising)
- TEDI related training (e.g. ISL, working with disabled artists etc)

Summary and Terms and Conditions

Salary: €32,000 - €36,000 dependent on experience

This is a full-time position.

Pension: A company scheme has recently been introduced with a small employer contribution

Holidays: 24 days per year (including mandatory 4 days for Christmas closure), plus 9 days of statutory Bank Holidays (pro-rata)

Project would like to encourage applications from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to) Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQI+ artists.

Application Process:

- Applications should be sent to jobs@projectartscentre.ie by 5.00pm on Monday 15th May.

- Interviews will take place during the **week of 19th May**
- Please include the reference **Technical Manager** on your application and in the email heading.
- Applicants should send a CV plus a letter of application, including the personal/professional strengths you would bring to Project Arts Centre's Production Department and some examples of your experience.