



## About Us

*Siamsa Tíre is a vibrant and inclusive arts centre in Tralee, County Kerry. With a rich programme of theatre, music, comedy, dance, visual arts, and community events, we celebrate Ireland's cultural heritage while embracing new, diverse voices and creative expression.*

*Our roots go back to 1957, when Fr. Pat Ahern established a choir in Tralee that laid the foundation for what would become a national folk theatre movement. In 1968, the first summer season of performances was staged, and in 1974, Fr. Ahern was appointed Artistic Director. In 1991, Siamsa Tíre moved into its purpose-built theatre and arts centre on the edge of Tralee Town Park—a landmark venue designed to bring professional and community-based arts together under one roof.*

*We bring people together to share stories, skills, and moments of joy—whether through live performances, exhibitions, or participatory workshops for all ages.*

*As Ireland's first Green Certified Theatre, we are committed to sustainability in all its forms: cultural, environmental, and community-based. Our work honours the past, engages the present, and inspires the future—locally and globally.*

*At Siamsa Tíre, culture lives and evolves with every connection made.*

*You can learn more about our building and tech spec here [Siamsa Tíre Theatre - Technical Specifications & Venue Details](#)*

## Technical and Facilities Manager Job Description

The Technical and Facilities Manager is a key member of the Operations team and reports to the Finance & Operations Manager, or other such senior manager as assigned by the Executive Director.

The Technical and Facilities Manager is responsible for the smooth and effective operation of the theatre stage events and as well as overseeing maintenance of the general building facilities of Siamsa Tíre.

**The Technical and Facilities Manager will be required to work evenings and weekends as per the needs of the role and ongoing events.**

This is a skilled management role within a busy team, requiring team and departmental supervision and close working with colleagues in Administration, Marketing, Hospitality, Building Facilities, Technical, Artistic Programming, and in-house Productions as well as external liaison with our programme partners and service providers.

The Technical and Facilities Manager holds the following principal duties and responsibilities:

### 1. Event Tech:

- Manage the tech and facilities department in a safe, efficient and cost-effective manner.
- Contribute to the event planning process including advising on the technical implications of the programme, with particular attention to scheduling and staffing levels.
- Ensure accurate and up-to date information on facilities and equipment is provided to potential clients and incoming companies.
- Liaise with visiting companies or artists to determine and document their technical requirements, ensuring timely completion and circulation of client booking and enquiry forms for events, risk assessments etc.
- Obtain, assess and ensure timely approval of event risk assessments from the incoming groups using any Siamsa premises.
- Roster and supervise stage crew for get-in/get-outs and the running of performances of Siamsa Tíre productions and those of visiting companies or artists subject to approval by senior management.
- Make all necessary arrangements to meet client technical requirements as far as is practicable, within available resources, or as agreed with senior management.
- Program and operate the lighting and sound consoles for stage productions as required.
- Manage any procurement processes in line with financial policies and procedures, seeking quotations for any re-fits or upgrades and liaising with suppliers.
- Oversee the get-in, get-out and smooth running of Siamsa Tíre productions and those of visiting companies or artists.
- Set and maintain the highest standards in technical and production practices and service provision to clients.
- Act as production manager / stage manager / chief technician for in-house productions, as may be required.
- Make any necessary arrangements for technical requirements for touring of Siamsa Tíre

productions and to travel with the production if requested.

- Prepare post-event reports as required including narrative of issues on technical operations and provision of information required for accurate financial settlements with clients.
- Keep abreast of all technical developments in relation to stage productions and inform senior management of same, offering recommendations where appropriate.

## 2. Support:

If required, support the wider events team to deliver events smoothly and with exemplary customer service:

- Greeting and acknowledging customers in a warm, friendly, professional and welcoming manner.
- Dealing effectively with customer queries and complaints.
- Anticipating and acting upon customer needs and requirements.
- Being aware of the needs of customers with disabilities or special needs and ensuring their needs are met sensitively.
- Taking tickets and escorting patrons to their seats.
- Liaising with show crew on house-calls and latecomer-calls.
- Coordinating contractual arrangements including catering, space set up, etc.
- Completing reports for each event and communicating key information to relevant staff.
- Acting as the centre's representative on formal occasions as appropriate.
- Promoting the centre and its programme of work.
- Ensuring security of the theatre area and the health and safety of patrons.
- Taking an active part in the maintenance and cleanliness of the public areas throughout events.

## 3. Facilities:

- Continuously monitor and pro-actively manage the security and integrity of the building and its facilities.
- Undertake general day-to-day maintenance and improvements of the building's infrastructure and facilities to ensure that it is always in good working order.
- Act as point of contact for sub-contractors engaged in building, facilities maintenance work.
- Undertake emergency repairs, if safe to do so.
- Support gallery exhibition maintenance and the installation of artworks as required.
- Support other building maintenance/ caretaking staff, part-time or casual and seek their assistance, when necessary, through line management.
- Liaise with, support and, where necessary, train staff re facilities or machinery (hoover, floor washer, boiler, air conditioner, flies, pest control).
- Co-ordinate waste disposal for the building in line with company environmental policies.
- Work with colleagues to deliver energy and waste efficiencies throughout the building.
- Ensure the company's fixed assets register is maintained accurately and continuously updated.
- Assist with the preparation of cost-effective annual maintenance and renewals plans.
- Undertake or arrange for the necessary annual maintenance and renewals within an agreed budget.

## 4. Staff:

- Line-manage any assigned staff (currently comprising of a team of part-time facilities/casual theatre technical staff), ensuring adherence to policies set out in SOPs, the Employee Handbook or other policies and manage individual performance within the company's employee performance management system.
- Ensure appropriate rosters for assigned staff are prepared in a timely fashion in line with budgets.

- Review and verify actual staff attendance timesheets against rosters and address any discrepancies within the company's employee performance management system.
- Oversee the work of any other staff who may be assigned to duties involving tech and facilities including building maintenance, cleaning or caretaking from time to time.
- Provide leadership and guidance to junior staff on the smooth running of operations.

## 5. Budgeting:

- In consultation with the Finance, Operations Manager, and CEO as required, contribute to the preparation, monitoring and management of delegated department budgets.
- Monitor regular contracts for costs savings and identify potential alternative suppliers offering better value for money.
- Monitor actual spend against budget on an ongoing basis, respond to any unexpected divergences from budget, revise projections accordingly and update on a monthly basis.

## 6. Compliance:

- Serve as Health & Safety Officer (including Fire Safety), reviewing and updating the company's compliance documentation including policies, procedures, protocols and evidence of compliance with statutory provisions.
- Maintain clear and orderly records to ensure transparent and documented compliance with relevant legislation for company, employment, health & safety, child protection, insurance, licencing, tax, financial and charity regulations and audit requirements.
- Abide by, support, implement, develop and continuously improve internal procedures, controls and oversight.
- Ensure departmental compliance with the company's documented Financial Policies, Procedures and Controls.
- In conjunction with relevant staff, adhere to, monitor, and (where agreed necessary) develop and update the venue's Standard Operating Procedures (SOPs) and any other training and performance monitoring material as required.
- Where relevant to the department, contribute to the preparation of contracts and ensure that agreements are adhered to and information is provided in a timely and appropriate manner.
- Where relevant to the department, ensure compliance with funder's financial requirements for core or project funded programmes.
- Where relevant to the department, ensure compliance with statutory return obligations including Revenue Commissioners, IMRO, and Charities Regulatory Authority.

## 7. External liaison:

- Liaise with suppliers, clients and production partners as required.

## 8. Other Duties and Obligations:

- Flexibly support colleagues across the organisation when required.
- Adhere to staff policies and procedures as set out in the employee handbook.
- Act as an ambassador and advocate in representing the company.
- Contribute to the team dynamic with the organization, supporting the needs of the management team and wider team, contributing to a healthy culture that is consistent with our adherence to the Safe To Create code of behaviour.
- Adhere to procedures relating to the proper use and care of information, equipment and

materials for which the role has responsibility.

- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying self-training and support
- Participate and work within a performance management development system.
- Undertake any other duty as may be required and set by the CEO

## Who We're Looking For:

We're seeking an experienced, motivated professional with:

- At least 5 years' experience working in a technical role within a theatre or live performance venue.
- Proven ability to lead technical teams and coordinate with visiting productions.
- Recent experience in production management.
- Strong practical knowledge of lighting, sound, AV, and stage systems.
- Hands-on experience with ETC lighting desks, both digital and analogue sound desks, and QLab.
- Familiarity with design software such as AutoCAD, Vectorworks, or similar.
- A clear understanding of industry health and safety standards and best practice.
- A cool head under pressure, with strong problem-solving skills in a fast-paced environment.
- A collaborative approach and a track record of working effectively with creative teams.
- Excellent leadership, communication, administration, and organisational skills.
- Relevant certifications and training (e.g. MEWP licence, Manual Handling, First Aid, Fire Safety).

## Desirable:

- Previous experience in a multidisciplinary arts centre.
  - Experience in event production beyond theatre.
  - A full, clean driving licence.
  - Awareness and commitment to cultural diversity and equality in arts programming and delivery.
  - Awareness and commitment to sustainability in the arts centre.
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## Terms & Conditions:

- **Contract:** Full-time Permanent, with a 12-month probation period.
  - **Salary:** Commensurate with experience.
  - **Holidays:** 24 days annual leave plus statutory holidays.
  - **Hours:** Flexible and will include evenings and weekends. A TOIL (Time Off in Lieu) policy applies.
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## How to Apply:

Please send your CV (max. 2 pages) along with a cover letter outlining:

- Your motivation for applying.
- How your background and experience align with the role.
- Contact details for two recent referees.

Applications should be emailed to [admin@siamsatire.com](mailto:admin@siamsatire.com) with the subject line:

**“Application: Technical & Facilities Manager” by Monday 30<sup>th</sup> June**

