**TECHNICAL MANAGER – PROJECT ARTS CENTRE**.

Project is currently seeking a Technical Manager to work as part of its Production team which comprises a Production Manager, Technical Manager and two House Technicians.

The Technical Manager will report to the Production Manager and General Manager and is responsible for providing technical support to all visiting groups, companies, artists and individuals in the presentation of Project’s Artistic Programme.

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

**Duties & Responsibilities include:**

* Assisting the Production Manager on the planning and implementation of Project’s performance programme and co-productions as well as visual arts commissions and installations.
* Liaising with incoming companies and artists with regards to detailed technical requirements on site and implementation of the same.
* To be present and to provide 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 use of any and all of the centres spaces.
* To support effective communication throughout the Production Department completing any reports and implementing plans as required by the Production Manager.
* Setting and maintenance of the highest standards in the provision of technical support, information, facilities and professional courtesy to all of the centre’s clients.
* Manage the cleaning, service and repair of technical equipment, back stage and storage areas of the centre as well as providing preventive maintenance and improvement measures for the same.
* To prepare, test and install materials and venue equipment as required by the Artistic Programme for Visual Arts Installations and individual events.
* Re-configuring rigging and seating systems as required by the Artistic Programme.
* Through attendance of staff and other relevant meetings, s/he will make a creative contribution to the workings and programme of Project in the period of employment.

**The ideal candidate will be:**

* Be self-motivated and display a high degree of initiative
* Work well within a team environment
* Have an ability to communicate effectively
* Have a high level of accuracy and an acute attention to detail
* Have experience in audio-visual equipment and the installation, operation, maintenance, repair of the same along with typical in house sound and light systems.
* Have experience in the theatre environment, either freelance or in house.
* Have experience of 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 and training is a core part of the job description and will be available at a number of different levels as follows:

* Internal informal training (delivered by members of staff).
* External training progress (participation in which is negotiated, depending on skills development needs arising)
* Formal graduate/postgraduate training progress (where Project is open to discussing a mutually beneficial arrangement to facilitate in staff acquiring formal qualifications).

**Summary and Terms and Conditions**

Salary: €30,000-€32,000 pro rata dependent on experience

Pension: There is no company scheme but the company will facilitate payments to selected pension plan.

Holidays: 20 days each year, plus 9 days statutory Bank Holidays (pro rata)

**Application Process:**

* Applications should be sent to Joseph Collins, Production Manager at **hello@projectartscentre.ie by 5.00pm on Friday 1September** - please include the reference **Technical Manager** on your application.
* Applicants should supply a letter of interest in the job, including personal strengths, what specifically you might bring to Project Arts Centre’s Production Department, and a C.V. with details of your experience to date. .
* This is a full time position.

**Project Arts Centre** is Ireland’s leading centre for the presentation and development of contemporary art, dedicated to protecting the independent sector and nurturing the next generation of Irish artists across all forms of the performing and visual arts. For 50 years Project Arts Centre has played a leading role in the development of artistic practice in Dublin. Generations of artists and audiences have taken part in its programmes and some of these relationships now reach back thirty years or more. At the same time, new audiences and new artists are welcomed each year. The organisation recognises that as a contemporary arts centre it must engage with the rich array of communities and groups that make up contemporary Ireland and strives to reflect this in the diversity of its programme.