



Job Description - Centre Technician

Project Arts Centre (PAC) is seeking applications from skilled and motivated individuals to join the Production Team at the busiest arts centre in the country.

Project Arts Centre is more than a venue. Built around a community of artists, audiences, members, staff, Board and other stakeholders, it is:

- A home for contemporary arts
- A producing house
- An artist resource
- A critical hub

The Centre Technician is a key member of PAC's team and the efficient running of the production department is an essential part of our operational activities.

PAC 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. Based in Temple Bar, Dublin 2, PAC consists of two performance spaces and a gallery and presents over 620 events, curates and co-ordinates 6 exhibitions each year as well as co-producing many productions as part of our Project Artists initiative.

This is a fixed-term, full-time contract, with varied hours including evening and weekend work, commencing in late 2018. The Centre Technician will report to the Production Manager in the first instance and ultimately to the General Manager. They will be responsible for providing technical support to all visiting groups, companies, artists and individuals in the presentation of PAC's Artistic Programme. Experience in the theatre and/or visual arts environment is essential.

Duties and Responsibilities

- 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
- Supervise incoming crews during use of any and all of the centres spaces including direction of work to casual technical staff
- Effectively maintain communication throughout the Production Department, completing any reports required by the Production Manager

- Set and maintain the highest standards in the provision of technical support, information, facilities and professional courtesy to all of the PAC's clients
- Creatively contribute to the running of PAC in the period of employment through attendance at relevant meetings
- Provide preventive maintenance and improvement measures for the venues lighting, stage and sound equipment, and plant facilities, including fault diagnosis and repair
- Maintain, test, prepare, and distribute AV materials, venue equipment and supplies
- Maintain backstage areas, stores, and control rooms to the highest standard
- Act as a designated key holder, undertake and ensure safety of the building as required

Desired Knowledge and Understanding

Applicants **must** have:

- Experience in the theatre and/or visual arts environment is essential
- Enthusiasm and appreciation for contemporary arts
- Excellent communication and interpersonal skills
- Strong organisational skills and an ability to work on one's own initiative in a pressurised environment
- Display a high degree of initiative with a creative approach to problem solving and be highly self-motivated with an excellent eye for detail
- Willingness to work irregular and flexible hours
- A high level of computer literacy and knowledge of Microsoft Office packages
- Experience of programming and operating ETC lighting consoles (Eos, Ion and Element), Q-Lab show control software and good understanding of PC and Mac operating software including Word, Excel, PowerPoint and Keynote
- Experience in audio-visual equipment operation, maintenance and repair
- The ability to respond to a varying workload by managing tasks and time efficiently
- Experience of rigging lighting, sound and audio visual equipment
- The ability to work at height and hold a current valid M.E.W.P. licence
- Experience of visual art-handling (installing, crating, packing etc.) and installing audio visual equipment
- Relevant professional qualifications including knowledge of current Health and Safety regulations relevant to the industry.

Applicants should also be:

- A good team player and an excellent timekeeper.

Letters of application, accompanied by an up to date CV and the names of two referees, should be sent by email to **jobs@projectartscentre.ie** or by post to Orla Moloney, General Manager, Project Arts Centre, 39 East Essex Street, Temple Bar, Dublin 2, by **5pm on Friday 26th October**, 2018.

Please note that shortlisted candidates must be available for interview on Thursday 15th Nov in Dublin.

Acknowledgement

*All applications will be acknowledged by email. If you apply and do not receive an email please **contact us** to ensure your application has reached us safely.*