



PROJECT ARTS CENTRE

Technical Manager – Job Description

Project Arts Centre (PAC) is seeking applications from skilled and motivated individuals to join the Production Team at Ireland's foremost Contemporary Arts Centre.

Based in Temple Bar, Dublin 2, Project Arts Centre consists of two performance spaces and a gallery. We present hundreds of performance 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 artist support initiatives.

At Project Arts Centre, we believe in the value of an equitable, diverse, inclusive, sustainable artistic and social space, which buzzes with ideas and experimentation, connecting people in creative processes that engage with the messiness of lived experiences and question the status quo. Our mission is to be a vibrant, welcoming hub that connects a broad diversity of artists, audiences and local communities, promoting exchange, experimentation and collaboration, and the presentation of extraordinary work that inspires and provokes.

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 Production Manager in the first instance and ultimately to the Executive Director.

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

Duties & Responsibilities include:

- Assisting the Production Manager 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 same.
- 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 use of any and all of the centres spaces.
- Supporting effective communication throughout the Production Department completing any reports and implementing plans as required by the Production Manager.
- Setting and maintaining the highest standards in the provision of technical support, information, facilities and professional courtesy to all of Project Arts Centre clients.
- Managing the cleaning, service and repair of technical equipment, backstage and storage areas as well as providing preventive maintenance and improvement measures for the same.

- Preparing, testing and installing materials and venue equipment as required by the performance programme, visual arts installations and individual events.
- Re-configuring rigging and seating systems as required by the artistic programme.
- Making a creative contribution to the workings and programme of Project in the period of employment 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
- 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 dependent on experience

This is a full time position.

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

Holidays: 20 days each year, plus 4 days closure at Christmas, plus 9 days statutory Bank Holidays (pro rata)

Application Process:

- Applications should be sent to jobs@projectartscentre.ie by **5.00pm on Monday 10 October**. Please include the reference **Technical Manager** on your application.
- Applicants should supply a letter of application, including the personal/ professional strengths you would bring to Project Arts Centre's Production Department. Please address your letter to Cian O'Brien, Artistic Director.
- Applicants should include a C.V. with details of your experience to date.

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).

Interviews:

Monday 17 October, 2022 (morning) in a location in Dublin City.

For more information, see www.projectartscentre.ie