



## **PROJECT ARTS CENTRE**

### **Centre Technician – 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.

Project Arts Centre 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 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 Project Artists initiative.

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. 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 Role:**

The successful candidate will be responsible for providing technical support to all visiting groups, companies, artists and individuals in the presentation of Project Arts Centre's Artistic Programme. The Centre Technician reports to the Production Manager in the first instance and ultimately to the Executive Director.

#### **Duties, Responsibilities and About the Role**

- Provide technical support as required under supervision of the Production and/or Technical manager during the get-in, installation, presentation and get-outs of shows and exhibitions requiring the use of technical resources
- Supervise and work collaboratively with incoming companies and artists during use of any of the centres spaces
- Effectively maintain communication throughout the Production Department completing, for example, show reports as required by the Production Manager.
- Set and maintain the highest standards in the provision of technical support, information, building facilities and professional courtesy to all of the Project Arts Centre's clients.
- Creatively contribute to the running of Project Arts Centre in the period of employment through attendance at and contribution to relevant meetings.
- Provide preventive maintenance for the venues lighting, stage and sound equipment.
- Maintain, test, prepare and distribute venue Lighting, Sound and AV equipment.
- Maintain backstage areas, stores and control rooms to the highest standard.
- Willingness to work shift based and flexible hours. Staff Rosters are issued on fortnightly and/or a monthly basis.
- Staff Rosters prioritise working eight hour shifts with two days off consecutively for the majority but are not guaranteed dependant on the venues programme.
- Acting as duty technician for show calls during performances will be an integral part to the job.
- Act as a designated key holder, undertaking the safety and security of the buildings opening and lock up as required during get in, get out and technical rehearsals.

## **Desired Knowledge and Understanding**

Applicants should have experience and proficiency in some areas such as Sound, Lighting, and Technical Stage Work/Technical Stage Management such as:

- Experience in the Theatre is essential; experience in Visual Arts environment is also desirable
- Enthusiasm and appreciation for contemporary arts and stage craft
- Excellent communication and interpersonal skills
- Strong organisational skills and an ability to work on one's own initiative
- Display a high degree of initiative with a creative approach to problem solving and be highly self-motivated with an excellent eye for detail
- Experience of rigging lighting, sound and audio visual equipment
- Experience of programming and operating ETC lighting consoles ( Eos Family, Ion and Element)
- A good understanding/working knowledge of Q-Lab show control software
- A good understanding/working knowledge of practical audio set ups and operation.
- Experience in audio-visual equipment installation (preferable)
- The ability to respond to a varying workload by managing tasks and time efficiently
- The ability to work at height
- Hold a current valid M.E.W.P. licence (preferable)
- Experience of visual art-handling (installing, crating, packing etc.) and installing audio visual equipment (preferable)
- Relevant professional qualifications including good working knowledge of current Health and Safety regulations relevant to the industry.

Candidates should also be:

- A good team player and an excellent timekeeper.

## **Terms and Conditions**

Salary: €30,000

This is a full time position.

Pension: A company scheme is available

Holidays: 20 days p.a., plus 4 days closure at Christmas, plus 9 days statutory Bank Holidays (pro rata). This will be calculated pro rata in the first year depending on the start date.

## **How to apply:**

Letters of application are to be accompanied by an up-to-date CV and the names of two referees. Please email your application by email to **jobs@projectartscentre.ie** and address it to: Orla Moloney, Executive Director

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 Deadline:**

Monday 5 Feb, 2024 (by 6pm)

## **Interviews:**

Friday 16 Feb (morning) in a location in Dublin City.

For more information, see [www.projectartscentre.ie](http://www.projectartscentre.ie)