



Head of Production (Full-time)

Project Arts Centre (PAC) is seeking applications from skilled, experienced and motivated individuals to join our staff management team at Ireland's foremost Contemporary Arts Centre.

Project 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 performances 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. We work with local communities and schools to reach new artists and develop new audiences.

Project has 3 performance/installation spaces in the building; the Space Upstairs (180 seats), The Cube (75 seats), The Gallery, in addition to The Bar & Upper Foyer and the Lower Foyer/Reception/Box Office area

Job Description

The **Head of Production** (reporting to Executive Director) is a full-time Senior Management position and a key member of the wider Project Arts Centre team. They are responsible for overseeing technical operations across two performance spaces and a gallery space, and managing key relationships with incoming companies. This role involves line management and technical oversight, ensuring the smooth execution of productions and events.

The **Head of Production** will be passionate about producing great art, flexible, and understanding of how to support artists in creating their best work. They will also have experience with event management and liaising with event managers, programmers, and producers.

The **Head of Production** will be a leader and have a positive, solution-focused attitude. They will be capable of leading the Production team and able to work collaboratively within the bigger structure of the Arts Centre.

The **Head of Production** will be skilled and experienced in a venue context with an excellent general understanding of theatre production and gallery installation, including lighting, sound rigging, construction, and production management.

The **Head of Production** will have strong communication skills and the ability to interact with different teams.

Other Desirable Skills and Experience include experience of strategic planning and contributing to funding applications for building maintenance needs.

Please note, this role is primarily desk and building based, with standard office working hours (10 am to 6pm Monday to Friday)

Key Responsibilities will include:

Leadership and Management

- Lead and manage the technical team, including the Technical Manager and House Technicians and any casual technical staff employed
- Oversee rostering and scheduling for technical staff.
- Provide strategic advice on building and technical matters to the Senior Management team
- Plan and deliver training for the technical team and local designers/technicians.

Technical Oversight

- Manage technical needs, restrictions, and availability within all performance and presentation spaces (The Cube, The Space Upstairs, The Gallery, and The Bar).
- Ensure the upkeep of all technical equipment to current safety standards
- Manage the technical budget for the building.

Management and Oversight of Incoming Productions:

- Be the key contact with incoming companies' Production Managers
- Liaise with incoming companies and other event organisers to agree on technical supports and additional costs to be contra'd
- Support and advise the Technical Manager and House Technicians in their work as connected to incoming companies, curators, and artists
- Organise all necessary paperwork, including risk assessments and health and safety documentation.

Venue Management:

- Assist with building-related queries and liaise with the Executive Director, Administrator, House Manager and Box Office Coordinator and other staff as required
- Coordinate with the Front of House team on the cleaning and maintenance of technical areas of performance spaces.
- Support Project Artists with the technical and logistical delivery of their work.
- Act as Safety Officer with an oversight in the area of Health and Safety, reporting to both the Executive Director and Artistic Director

Terms and Conditions

The **Head of Production** will work a 40 hour week (generally 10am – 6pm Monday to Friday). There is occasional evening and weekend work as with any busy arts centre, but this is a management role primarily rather than hands on technical work. The ideal candidate

Salary: €40,000 – €45,000

Pension: A company PRSA scheme is available once probation is complete

Holidays: 24 days p/a (this includes mandatory 4 days for closure at Christmas) & 9 days statutory Bank Holidays

How to apply:

Letters of application to be accompanied by an up-to-date CV and the names of two referees. Send your application by email to **jobs@projectartscentre.ie** FAO 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 18th November (end of day) – late applications will not be considered

Interviews:

Wed 4th OR Friday 6th December - Dublin City Centre.

For more information, see www.projectartscentre.ie