

ASSISTANT TECHNICAL MANAGER

Mermaid Arts Centre / Job Description

Mermaid Arts Centre opened in 2002. It is a leading space where ideas, creativity, imagination and artistic expression find a natural home. We make and present excellent cultural experiences which delight, engage and inspire.

Mermaid exists as a place of interaction between artists and the public. Artists and audiences are at our heart and we are a space for fun, entertainment and for making and enjoying art. The Centre exists to enrich the communities of County Wicklow, by providing and encouraging participation in quality artistic experiences as a leading centre for the arts in Ireland. Mermaid is a creative hub and artistic resource for County Wicklow, creating opportunities for Wicklow audiences to enjoy high quality national and international art spanning all art forms and supporting Wicklow based professional and amateur artists and companies.

While our vision reflects a wide range of interests our key role is as a place for people to gather and our success as a local centre in Wicklow for creative enterprise ensures our appeal to national and international artists and visitors.

The Assistant Technical Manager is a key member of the team and is directly responsible to the Technical Manager, and ultimately to the Artistic Director.

In consultation with the Technical Manager, the Assistant Tech Manager is responsible for the technical and staging requirements of all activities in the centre and off site. All activities, work and roles operate in a spirit of internal and external co-operation, collaboration and communication. All staff are expected to maintain this spirit as a professional priority in their work.

Mermaid runs a year- round programme of theatre and dance, music, film, comedy and multidisciplinary events as well as exhibitions and workshops. It also includes an important and strong element of local amateur productions. Technical requirements and involvement varies for each event / production.

Responsibilities include but are not limited:

- to work in support of the artistic policy of the arts centre
- maintain the highest standards in the provision of technical support, information, facilities and professional courtesy to all of the centre's clients
- 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 and line manage crews during use of any and all of the centres spaces including direction of work to casual technical staff
- effectively assist in and maintain communication throughout the centre, completing any reports required by the Technical Manager
- to do show call duty on show nights as rota' d and work closely with and support front of house
- assist in the day to day running of the arts centre and the maintenance of the building and all equipment
- to ensure strict adherence to safe working practices on stage and throughout the building, complying with the arts centre's health and safety policy and safety procedures
- to assist the Technical Manager in liaising with and responding to the technical needs of visiting companies, exhibiting artists and gallery curators, supporting the smooth running of their work

- to help maintain, test, prepare, and distribute AV materials, venue equipment and supplies and backstage areas, stores, and control rooms to the highest standard
- Provide preventive maintenance and improvement measures for the venues lighting, stage and sound equipment, and plant facilities, including fault diagnosis and repair
- creatively contribute to the running of Mermaid in the period of employment
- to undergo training as required and attend production meetings and staff meetings if required
- any other duties which may arise from time to time, including off-site work

Building and Equipment Maintenance

To support and assist the Technical Manager in;

- Working effectively within the constraints of budgets as supplied by the Artistic Director
- To research and suggest upgrades and new equipment with costings where appropriate and to ensure service records and manuals are retained and updated
- To assist in maintenance issues, ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as needed
- To keep abreast of changing technology and to advise the company on future developments.
- To ensure storage spaces are kept tidy and in good condition

Health & Safety

- To support and assist the Technical Manager and Management Team in;
- To support in producing and compiling the technical theatre risk assessments including: Main Auditorium, touring Theatre productions, ensuring that all hazards are identified, controlled by appropriate measures and communicated to all relevant staff and third parties.
- Ensuring and supporting the induction of all technical new starters in H&S and annual refresher training which is documented and filed.
- Ensuring all visiting companies provide suitable and sufficient risk assessments, that hazards identified in those assessments are communicated to all relevant staff and visitors.
- Ensuring visiting companies are aware of all relevant on-site hazards and have been informed about the centre's health and safety policies and procedures.
- Supporting the management of Mermaid's Fire Risk Assessment and Fire Evacuation Procedures, ensuring that all firefighting and fire safety equipment is maintained
- To work closely with the Front of House manager to ensure that Risk Assessments and Fire Risk Assessment for the building are carried out and reviewed at regular intervals.
- To support the development of the theatre's Health and Safety Policy and ensure that all members of the company are trained in and comply with emergency and safety procedures.
- To ensure and engage in Child Protection training and to act as a DLC when training is complete

Team support and training duties include supporting the Technical Manager to

- recruit casual technical crew and assist with induction
- train all staff in the fire procedures

Other Duties

- Attend team and production meetings
- Be a keyholder of the centre
- Participate actively in the life of the centre
- To undertake any such other duties as may be requested from time to time by the Technical Director and Artistic Director

Person Specification;

The successful candidate will ideally be a technical professional person with appropriate theatre expertise minimum of two years appropriate theatre practise as a technician and possess the following;

- experience of working in an arts centre or similar establishment is preferable
- a strong interest in contemporary and traditional arts; theatre, music, visual art and live events
- the ability and willingness to work irregular and flexible hours, especially nights and weekends is essential
- a good, positive, collaborative and inclusive attitude to work and colleagues
- excellent time keeping and reliability
- the ability to work well under pressure and stay calm and helpful
- experience of working as part of a team
- strong practical and communication skills

Applicants must have: •

- Experience in the theatre and/or visual arts environment with a specialism in lighting, sound or stage
- Display a high degree of initiative with a creative approach to problem solving and be highly self-motivated with an excellent eye for detail
- A high level of computer literacy and knowledge of Pc and Mac
- Experience of programming and operating ETC lighting consoles, Q-Lab show control software and operating Midas sound desks
- Experience in audio-visual equipment operation
- The ability to respond to a varying workload by managing tasks and time efficiently
- Experience of rigging lighting, sound and audio-visual equipment
- Relevant knowledge of current Health and Safety regulations
- the desire to achieve the best result for every production, even within limited budgets

Applicants should have/be:

- Have experience of visual art-handling (installing, packing etc.) installing and managing audio visual equipment
- The ability to work at height
- First Aid qualification
- Experience of workshop tools and machinery

Terms & Conditions

<i>Contract:</i>	2 years (with 6-month probationary period) fixed-term, full-time contract, varied hours
<i>Salary:</i>	26,500 TO 31,000K Depending on experience
<i>Working hours:</i>	40 hours per week (inclusive of breaks).
<i>Pension</i>	There is no company pension at present, but the company will facilitate payments to selected pension plan. This policy is reviewed annually.
<i>Holidays:</i>	23 days (includes Good Friday and 24 December) plus public holidays.

Applications

Please forward a CV and cover letter outlining appropriate skills and experience to admin@mermaidartscentre.ie with ARTS CENTRE / THEATRE TECHNICIAN POSITION in the subject line. Any queries should be directed to Fionnuala Downes at admin@mermaidartscentre.ie or 01 272 4300

The closing date for applications is Monday 17th 2019 at 2.00pm
(no late applications will be excepted in any circumstances)