

VENUE TECHNICIAN

(Either 1x Full-time OR 2x Part time positions available- dependent on candidates)

Job Description & Person Specification

Mermaid Arts Centre is County Wicklow's creative powerhouse. We connect artists and communities across County Wicklow in sharing artistic experiences that spark curiosity, delight and debate, while fostering pride, pleasure and well-being.

We gather artists and audiences together to create, participate in and enjoy unforgettable artistic experiences. We provide an artist-led creative hub and artistic resource for artists and companies in County Wicklow, working in both professional and amateur contexts. We sustain the work of artists through employment opportunities, advocacy and practical supports for their creative development. We enrich the lives of all communities in County Wicklow through the creation, co-creation and presentation of a diverse programme of excellent contemporary arts experiences.

The Venue Technician 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 Venue Technician 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 vary for each event / production.

General Responsibilities include but are not limited:

- working in support of the artistic policy of the arts centre
- assisting 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
- 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
- covering show call duty on show nights as rostered
- supervision and line management of incoming crews and management/direction of casual technical staff during use of all of the centre's spaces
- ensuring strict adherence to safe working practices on stage and throughout the building, and compliance with the arts centre's health and safety policy and procedures
- maintaining the highest standards in the provision of technical support, information, facilities, and professional courtesy to all of the centre's clients
- maintenance of the building and all equipment, including venue equipment and supplies, backstage areas, stores, and control rooms to the highest standard
- maintaining, testing, preparing, and distributing AV materials
- providing preventive maintenance and improvement measures for the venue's lighting, stage and sound equipment and plant facilities, including fault diagnosis and repair
- completing any reports required by the Technical Manager
- undergoing training or upskilling as required
- contributing creatively to and assisting in the day to day running of Mermaid, including working closely with and supporting front of house, attending production meetings and staff meetings, and contributing to smooth and effective communication throughout the centre
- 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:

- ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as needed
- keeping abreast of changing technology and to the advancement that may help the companies objectives
- ensuring storage spaces are kept tidy and in good condition

Health & Safety

To support and assist the Technical Manager and Management Team in:

- to understand and assist in the development of 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 that all technical new starters follow the policies and procedures in the venue
- attend any training courses that are identified by the Technical Manager as essential
- ensuring all visiting companies adhere to any and all 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.
- management of Mermaid's Fire Risk Assessment and Fire Evacuation Procedures, ensuring that all firefighting and fire safety equipment is maintained
- working 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.
- 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.
- engaging in Child Protection training and is appropriate to act as a DLC when training is complete

Team support and training duties include supporting the Technical Manager to

- assist in training all staff in the fire procedures

Other Duties

- Attend team and production meetings where appropriate
- 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 experience as a technician and possess the following;

- Experience of working in an arts centre or similar establishment
- 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 (parking available)
- A 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

Essential Requirements

- 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 operating systems
- Experience of programming and operating ETC Eos lighting consoles, Q-Lab show control software and operating sound desks
- The ability to work safely and competently at height
- 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

Desirable Experience and Qualifications:

- Have experience of visual art-handling (installing, packing etc.) installing and managing audio visual equipment
- Experience in audio-visual equipment operation, including operation for live-streamed or pre-recorded broadcast events, and experience in OBS, Black Magic Atem Mini Pro and Black Magic camera kit
- First Aid qualification
- Full driving licence
- Experience of workshop tools and machinery

Terms & Conditions

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| Contract: | 2 years (with 6-month probationary period) fixed-term, full-time contract (<i>alternatively we may choose 2 x part time positions dependent on applicants</i>) |
| Salary: | €30,000 - €33,000, depending on experience- <i>pro-rated for part time positions</i> |
| Working hours: | 40 hours per week (inclusive of breaks) <i>pro-rated for part time positions</i> |
| Pension | There is no company pension at present, but the company will facilitate payments to selected pension plan. This policy is reviewed annually. |
| Holidays: | 23 days (includes Good Friday and 24 December) plus public holidays. <i>Prorated for part time positions</i> |

Recruitment Process

Please forward a CV and cover letter outlining appropriate skills and experience to recruit@mermaidartscentre.ie with ARTS CENTRE / THEATRE TECHNICIAN POSITION in the subject line. You must submit your application to recruit@mermaidartscentre.ie by **Wednesday 21st September 2022 at 12.00pm** (*no late applications will be accepted in any circumstances*).

We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Mermaid County Wicklow Arts Centre is an equal opportunities employer and welcomes applications from people of all genders, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations or socio-economic statuses. Mermaid is committed to equality and diversity in the workplace, and to supporting our team with ongoing career development opportunities.

If you have any access requirements or additional needs, please let us know and we will find a way to support and facilitate your application. We are committed to providing as much support as possible to individuals. Questions and concerns can be directed to Eoin Fegan, Technical Manager, at tech@mermaidartscentre.ie.

All applicants will receive a response by Friday 23rd September and shortlisted candidates will need to be available for interview on Wednesday 5th October 2022

Mermaid is core funded by Wicklow County Council and the Arts Council / An Chomhairle Ealaíon.