

The Linenhall Arts Centre is always on the lookout for dynamic, enthusiastic people who will strengthen our team and help us improve the services we provide for the community.

We are currently looking for a part-time Technical and Building Manager with an interest in the arts to join our team. The post-holder will be responsible for the maintenance of the Centre as a whole along with technical support across our performance, gallery and workshop spaces. The post holder will report to the Centre Director and will be a key member of the core management team of the Linenhall Arts Centre.

We are seeking a candidate that has a background or interest in the arts and experience and/or familiarity with the constantly changing demands of life in a multidisciplinary arts centre. You will be a highly organised individual with strong technical skills, who communicates well (both online and in person) with a high level of attention to detail and the ability to prioritise issues.

This is a hands-on role that requires strong personal skills and involves overseeing all technical and operational management across all activities in the Linenhall Arts Centre. The post holder will manage, develop and be responsible for the delivery of all aspects of the technical requirements of individual artists and groups using the Linenhall, across the whole centre.

The Technical and Building Manager will be the designated Health and Safety Officer for the building and will play an active role in developing health and safety policies and procedures for both staff and users as well as venue-based training for staff and volunteers and must keep abreast of all relevant legislation that would affect the Centre's operations.

Hours will average at 25 hours per week but will vary dependent on the time of year and/or requirements of the role. Late nights will be required as part of the working week along with some weekend work. A great degree of flexibility is required.

Please note this is a 6-month fixed term contract. This is currently a part-time position which we envisage becoming a full-time role in 2021 dependent on ongoing funding. There will be an option to renew and review the terms at the end of the 6-month period.
Salary: €35,000 (€22,000 pro rata).

Interviews to take place W/C Mon 5 October 2020.

Please email a cover letter and current CV to Bernadette Greenan at director@thelinenhall.com by Fri 25 Sept 2020 at 5pm. Queries can be made to Bernadette Greenan via director@thelinenhall.com or 094 9023733

MAIN DUTIES AND RESPONSIBILITIES

1. To manage and ensure delivery of all technical and operational aspects of the Centre's programme including performances, conferences, visual arts and events.
2. To effectively manage technical staff team and volunteers to ensure the effective, safe and day to day delivery of arts services.
3. To design and operate where required, the lighting, sound, AV for performances and plan the staging as required for the programme of events in the Linenhall. Please note this is a rare requirement for small one-off productions.
4. To act as production manager for all in-house productions.
5. To liaise and communicate effectively with all incoming artists, companies and groups and to plan a technical schedule ensuring that sufficient crew and resources are in place. Informing companies of the Health and Safety and fire evacuation procedures and providing relevant information regarding company rules and information
6. To facilitate the technical management and organisation of hires and special events including commercial users and non-commercial users of the Linenhall and to offer technical support and advice to the rest of the Linenhall team as required.
7. Responsible for the daily operational management of the Linenhall Arts Centre building and be a key part of the Centre's senior management team.
8. To be responsible for the implementation of proactive and preventative maintenance and repairs to the theatre building including all mechanical, electrical and other equipment ensuring all equipment is operational at all times and maintained to appropriate Health and Safety standards and to produce and maintain records of same.
9. To operate a monitoring system on all technical equipment within the building.
10. Liaise with contractors working onsite to ensure all works are carried out in a safe and timely manner meeting all relevant standards.
11. To be responsible for budgetary planning, costing, monitoring spending and control of an agreed budget for all technical activities, maintenance and repairs to the theatre analysing options and taking key decisions on the delivery of technical support and maintenance including I.T. and communication systems.
12. To act as Health and Safety Advisor for the Linenhall Arts Centre and to plan and implement a Health and Safety awareness and training programme for all at the Linenhall Arts Centre.
13. Prepare and compile reports, policies and documents as required by the Centre Director.
14. Regularly acting as Duty Technician, being on call for any technical issues arising around the building.

Building and Equipment Maintenance

- Working effectively within the constraints of annual technical and programming budgets as supplied by the Artistic Director and/or General Manager.
- To develop the organisation's equipment and electrical installation maintenance processes; ensuring that all equipment is well maintained and PAT Tested at appropriate intervals.
- To suggest upgrades and new equipment with costings where appropriate and to ensure service records and manuals are retained and updated;
- To manage maintenance issues, ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as required;
- To keep abreast of changing technology and to advise the company on future developments.
- To ensure that external storage spaces are kept tidy and in good condition;
- To oversee the inspection of rigging and lifting equipment in accordance with regulations;
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment.
- To carry out repair and maintenance tasks, as appropriate, throughout the building.
- To carry out minor alterations and improvements to the Theatre as may be necessary.
- With the Senior Management Team, identifying, costing and managing building improvement projects

Health & Safety

To liaise with the General Manager, ensuring health and safety within the business is managed effectively.

- To become familiar and up-to-date with all COVID-19 related Health and Safety requirements throughout the building including the training and induction of new staff and visitors in this area.
- To produce the technical theatre risk assessments including ensuring that all hazards are identified, controlled by appropriate measures and communicated to all relevant staff and third parties.
- 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 Linenhall's health and safety policies and procedures.
- Managing the Linenhall's Fire Risk Assessment and Fire Evacuation Procedure, ensuring that all fire fighting and fire safety equipment is maintained and tested at appropriate intervals, that sufficient members of staff are competent to use fire fighting equipment and to ensure all staff regularly attend and practice fire evacuation drills.
- Ensure building compliance for maintenance works including noise, legionella, asbestos, emergency lighting and electrical systems
- Ensuring that all contractors working on-site in their area of responsibility have (via completion of a Contractor Health and Safety Assessment Form) received a H&S induction

and that, where appropriate, suitable and sufficient risk assessments and/or method statements have been provided and are on file.

- Ensuring Permits to Work are completed when applicable.
- To draft monitor and review Health and Safety procedures, risk assessments and systems of work for all processes and activities within the Centre ensuring they meet all current legislative requirements. To represent the theatre's interests as a member of the Centre's Health and Safety Committee with input into the Centre's health and safety policy and procedures

Please note that the duties detailed above are indicative of the type of work to be undertaken, however as this is a busy and well used arts centre delivering an eclectic programme the duties should not be viewed as a definitive list. The Centre may retain a list of reserve candidates arising from this recruitment for any vacancies which may arise which are the same or similar and are of an equal grade of pay. Such a reserve list will be compiled and held for a period of 12 months.

Desirable requirements for the role:

- Experience in the theatre and/or visual arts environment is essential;
- Enthusiasm and appreciation for contemporary arts;
- Excellent communication and interpersonal skills;
- Strong organisational skills and an ability to work on one's own initiative in a pressurised environment;
- Display a high degree of initiative with a creative approach to problem solving and be highly self-motivated with an excellent eye for detail
- Willingness to work irregular and flexible hours;
- A high level of computer literacy and knowledge of Microsoft Office packages;
- Experience of programming and operating ETC lighting consoles, Digital Mixing Consoles for Sound (Allen and Heath QU32) and good understanding of PC and Mac operating software including Word, Excel, PowerPoint and Keynote;
- Experience in audio-visual equipment operation, maintenance and repair;
- The ability to respond to a varying workload by managing tasks and time efficiently
- Experience of rigging lighting, sound and audio visual equipment;
- The ability to work at height and hold a current valid M.E.W.P. licence;
- Experience of visual art-handling (installing, crating, packing etc.) and installing audio visual equipment;
- Relevant professional qualifications including knowledge of current Health and Safety regulations relevant to the industry.
- A good team player and an excellent timekeeper.