

Smock Alley Theatre

Technical Manager job description

Reporting to : The Director of Programming and Finance.

We are seeking applications from experienced individuals for the position of Technical Manager.

Employer and Location: Smock Alley Theatre, Exchange Street Lower, Temple Bar, Dublin 8

Salary: Based on experience

The Technical Manager is a key role within the organisation. They report directly to the Director of Programming & Finance but also work closely with the General Manager and the Events Manager and have direct contact with the Front of House and Box Office Teams.

The Technical Manager is the line manager for the technical team which includes a full-time Deputy Tech Manager, part-time and casual tech staff.

The Technical Manager is responsible for the technical and staging requirements for all work on the two stages and the Banquet Hall event space. They are also the lead on the care, upkeep and maintenance of the building and the organisation's lead on health and safety matters.

About Smock Alley Theatre

Originally built in 1662, The Theatre Royal at Smock Alley gave the world the plays of George Farquhar (The Recruiting Officer), Oliver Goldsmith (She Stoops to Conquer) and Richard Brinsley Sheridan (The Rivals). Now, 350 years after it was first built, the theatre has been carefully and lovingly restored to become Dublin's Oldest Newest Theatre. It is now once again a bustling hub of theatre, song, dance, art and creativity.

Smock Alley is a receiving house consisting of 3 venues with programming in theatre productions, festivals, rehearsals and corporate events.

Production Duties

- To be the main technical point of contact for all incoming shows and events in The Main Space, Boys School and Banquet Hall.
- To provide technical support to all theatre companies during their show.
- To provide technical support for in house productions.
- To liaise with The Director of Programming regarding crew hire and costs.
- To liaise with all external contractors and act as the venue representative on all technical matters.
- To contact personnel associated with a production in advance to discuss technical details, risk assessments and production schedules.

- To be the technical lead during site visits.
- To work with the events department on corporate events and the organising of the get-in and get-out of corporate events.
- Setting up The Banquet Hall, Main Space or Boys School for events as per drawings.
- Hiring of technical crew for events
- Good knowledge of ETC lighting desk software. ETC Ion and ETC Element 2
- Rigging of lighting equipment.
- Setting up and operation of digital and analogue sound desks
- Setting up microphones and DI boxes for music gigs and events.
- Liaising with AV contractors and familiar with setting up a projector and screen.
- Able to use Qlab software.
- Ordering of consumables.
- Costing of repairs and estimates for equipment and building maintenance.
- A working knowledge of current industry practices and an awareness of legislative requirements within the work space.
- Ensuring that all visiting artists work within backstage health and safety and fire regulations.

Equipment Maintenance

- Preventive maintenance and testing of lighting and sound equipment.
- Good use of hand tools and soldering.
- Reporting of faults to allow for repairs to be made.
- Keeping a record of all repairs and if necessary ensuring that specific items of equipment receive an annual inspection certificate.
- Informing the Director of Programming and General Manager of assets/technical equipment that requires disposal and/or replacing including those that will require large capital investment
- Possess a good working knowledge of fundamental electrical practice and theory.

Building Maintenance

- Responsible for the upkeep of the building and facilities
- Liaising with external contractors on all aspects of the building facilities, electrical fixes, emergency lighting, emergency doors and egress, plumbing, gas and building management systems (BMS), heating, ventilation and security systems.
- Setting of alarms and the security of the building, this includes maintaining the CCTV system.
- The testing of the fire alarm on a weekly basis.
- Keeping a record of all building-related matters and reporting to the General Manager any issues that arise.

ICT skills

- An understanding of Google Suite, i.e. Drive, Docs, Sheets, Gmail.
- Microsoft Word, Excel, PowerPoint.
- Use of AutoCAD/ Vector works or similar.
- Understanding of both MAC OS and Windows PC.
- Basic networking

Health and Safety

- Organisational lead on all Health & Life Safety issues in relation to the building and production.
- Venue's nominated Fire Marshall with ultimate responsibility for the upkeep of the Fire Register.
- To Be aware of health and safety during a fit up and keep visiting crew and companies informed of their safety obligations and to uphold the Smock Alley Theatre H&S policies.
- Be familiar with current Health and Safety at work practices. Health and Safety at Work Act 2005.
- Be trained in the upkeep of The Smock Alley Theatre fire register and carry out all fire safety procedures daily as agreed by Smock Alley.
- Ensuring all staff have up to date training, certification and participate in a H&S induction when starting and regular Fire Marshall training etc as necessary.
- Ideally have manual handling training, working at height, first aid training and be willing to do training courses as and when provided.

Other

- Providing a line management and mentoring role for the other members of the technical team. Including identifying training needs and providing/outsourcing opportunities to upskill on a regular basis.
- Keeping informed of current technological developments, working practices and legislative requirements for theatre/art centre environments.
- Ensuring that the Company's Health and Safety policies are always adhered to. Ensuring that all technical staff are made aware and adhere to these policies.
- To support the Director of Programming in the development and implementation of an Environmental policy for the building and the organisation.

Education and experience

- Ideally have at least 5 years experience working in a theatre or arts centre with supervisory experience as a Head of Department or in a similar role.
- A technical theatre qualification is desirable but relevant work experience will also be considered.

Person Profile

The ideal candidate will display:

- A passion for and demonstrated commitment to working in the arts
- A knowledge and appreciation of the arts
- Excellent leadership, teamwork, organisational and communication skills
- Excellent interpersonal skills – with the ability to deal with people at all levels of the social and organisational spectrum
- The ability to develop excellent working relationships with all Smock Alley staff and clients
- The ability to trouble-shoot, to prioritise and to work under pressure
- The ability to manage their time effectively and efficiently
- The ability to line manage full time & part time technical staff as well as casual crew
- The ability to work within and manage technical budgets
- The ability to work within a structure and to instruction
- Self- motivation
- The ability to work towards a shared vision as well as with the day-to day realities
- Ability to work with a wide range of users to include professional & amateur companies and to be able to offer technical support to all Smock Alley's clients and programme areas
- The interest to keep up to date with current lighting, sound, stage and AV technology
- The ability to cope with stressful situations
- Conflict resolution skills

Terms and Conditions:

- This contract is for 40 hours per week. Working hours vary according to Smock Alley's programme.
- Any overtime incurred is managed via a TOIL (Time off in lieu) system.
- The term of the contract will be for 12 months with a 6-month probationary period.
- Twenty (20) days holidays per annum pro rata.
- The role requires working a variable schedule to include evenings and weekends as required.

CV and Cover Letter outlining how you meet the brief should be submitted to recruitment@smockalley.com by Monday 3rd June 2024.

Interviews will take place at Smock Alley on the 11th June 2024.

Smock Alley Theatre CLG is an equal opportunity employer and welcomes applications from all sections of the community.