

Technical Assistant & Caretaker Job Specification

Nenagh Arts Centre CLG is a vibrant arts centre, presenting an ambitious multi-disciplinary programme of events. The Arts Centre also offers opportunities for artists across artforms to present quality work & the chance to directly engage with the community.

Nenagh Arts Centre

- » Programmes a wide range of creative and artistic events to enhance individual and community enjoyment and wellbeing
- » Engages professional arts practitioners through outreach and collaborations in order to develop new work.
- » Engages with new and existing audiences through projects that promote creativity, participation and inclusion.

Job Title: Technical Assistant & Caretaker

Location: Nenagh Arts Centre

Position Type: Fixed-term, Part-time

Introduction:

Nenagh Arts centre are seeking an enthusiastic and experienced individual to join our team as a Technical Assistant & Caretaker. The role of Technical Assistant & Caretaker is to effectively manage technical aspects related to events and performances hosted at our venue while also ensuring the maintenance and upkeep of the premises and equipment. The ideal candidate will possess a technical background, excellent organisational skills, and a proactive attitude towards caretaking responsibilities.

Responsibilities

Technical Assistant

- Set up and operate audio, visual, and lighting equipment for events and performances held at the venue.

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- Conduct routine inspections and maintenance of technical equipment to ensure functionality and safety.
- Provide in-house technical support to incoming companies and artists as needed.
- Troubleshoot technical issues that arise during performances and implement solutions promptly.
- Collaborate with the artistic director and visiting companies/performers to ensure technical requirements are met for each event.
- Assist in the pre-planning and execution of technical aspects for various events, including concerts, theatre shows, festivals (on and off site), conferences, and presentations.
- Due to the nature of the work, you will be required to work weekends when weekend programming is in place. (approx. 20 weekends per annum.)

Caretaker

- Perform daily cleaning tasks to maintain the cleanliness and hygiene of the venue.
- Conduct regular inspections of the premises to identify and address maintenance needs, such as repairs or replacements.
- Monitor inventory levels of cleaning supplies and equipment, and place orders as needed.
- Assist with setting up and rearranging furniture and equipment for different events and functions.
- Ensure compliance with health and safety regulations at all times, including maintaining emergency exits and fire extinguishers.
- Flexible working hours. Due to the nature of the work, you will be required to work weekends when weekend programming is in place. (approx. 20 weekends per annum.)
- A team player with an affable manner and good communication skills. You will be required to build comfortable working relationships with the arts centre staff and incoming companies/artists both amateur and professional.

Person Specifications

Central to the role is an understanding of the technical aspects of running an event or performance. The ideal candidate will be comfortable in overseeing the technical operations of uncomplicated shows and/or set ups, assisting with get-ins, and maintaining a friendly professionalism at all times. The person will show a willingness to engage in opportunities to upskill and improve in relation to their technical abilities.

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The Technical Assistant will report to the Artistic Director and liaise with the visiting companies/artists in relation to their technical and other requirements. They would therefore possess good communication skills, and computer/email literacy.

This role includes caretaker duties. The ideal person for this role will possess a proactive and hands on approach to the maintenance and upkeep of the centre.

The person will understand that this role includes regular weekend and evening work hours. An inability to work irregular evening or weekend hours will deem the applicant ineligible for the role.

Qualifications:

Proven experience in operating audio, visual, and/or lighting equipment for shows.

Strong problem-solving skills and the ability to troubleshoot technical issues quickly and effectively.

Excellent organisational and time management skills, with the ability to prioritise tasks and work from initiative.

Attention to detail and a commitment to maintaining a clean and safe environment.

Good communication and interpersonal skills, with the ability to work effectively as part of a team.

Flexibility to work evenings, weekends, and holidays as required by the arts programme.

Candidates shall be of good character

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Terms and conditions of employment

Rate of pay for this position is €12.70 per hour

Hours of work will be 19.5 hours weekly

Opportunities for professional development and training in technical skills should be taken up.

How to Apply:

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Please submit your CV and cover letter by email with subject “**APPLICATION - TECHNICAL ASSISTANT AND CARETAKER ROLE**” to director@nenagharts.com

Deadline for Applications: Tuesday 9th April 12pm

Nenagh Arts Centre CLG is an equal opportunities employer