

**Thurles Regional Arts Centre Ltd.**  
t/a The Source Arts Centre

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Technical Assistant (P/T-Temporary)</b>
<b>Reporting To:</b>	Production Technician and Artistic Director
<b>Responsible For:</b>	Technical duties in the building as required

The Technical Assistant (P/T- Temporary) will be part of the production department which is managed by and reports to the in-house Production Technician, and to the Artistic Director as required. The Technical Assistant (P/T- Temporary) will be required to work in all parts of the arts centre (theatre, gallery, community space & Front of House) and on productions. The Source's programme includes occasional in-house productions, and a year round programme of visiting theatre and dance productions, music, film, comedy and multidisciplinary events, as well as exhibitions in the gallery, community events and groups using the venue's facilities. Technical requirements will vary and may also include national touring, and transfers of arts centre productions.

**Duties:**

- To work in support of the artistic policy of the arts centre;
- To assist in maintaining the arts centre (theatre, gallery, community space & Front of House) and all equipment, in-house or hired;
- To assist in the get-in, fit-up and get-out of visiting events (theatre, gallery and community space) as required;
- 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 undergo training as required;
- To assist the Production Technician in liaising with and responding to the technical needs of visiting companies, exhibiting artists and gallery curators coming into the arts centre, as well as users of the community space, supporting the smooth running of their engagement;
- To assist the Production Technician in building or adapting sets as required;
- To strictly adhere to work rotas and production schedules;
- To attend production meetings and staff meetings as required;
- Any other duties which may arise from time to time.

## **PERSON SPECIFICATION**

### ***Essential***

- An interest in theatre, music, visual art and live events.
- Aptitude for a variety of technical fields – electrical, sound, rigging, carpentry etc.
- Technical experience in sound and lighting
- Excellent time keeping.
- Ability to work well under pressure and stay calm and helpful.
- Experience of working as part of a team.
- Strong practical and problem-solving skills.
- Hard-working.
- Willingness to work irregular and flexible hours.
- A basic understanding of health and safety.

### ***Desirable***

- Working knowledge of Theatre Health & Safety matters.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

- The position is Temporary and a specified purpose contract will apply.
- A probationary period will apply.
- A salary of €10,000 is offered.
- Hours of work should be 14 hours per week (excluding lunch hours) over 6 days, worked part-time and on a flexible basis depending on the demands of the programme (seasonal differences). The normal working day starts at 10am and finishes at 6pm on non-performance evenings, much later on performance evenings. Duty at weekends and at evenings will be an integral part of the working week.
- Overtime is not payable. Time off in lieu will be granted for all hours worked in excess of the normal working week. No more than 14 hours excess of normal working time can be carried at any one time. Any hours over this are not available for time off in lieu or overtime. A record of hours worked should be kept by the employee and time in lieu arrangements agreed with the Production Technician. Absence from work during official working days should be arranged with the Production Technician.
- Holiday entitlement is 9 days per annum plus statutory Public Holidays (or days in lieu of public holidays).

### **Applications:**

Please **email** your CV and a letter of application outlining your reasons for applying for this position. The email subject should be: "*Application for post of Technical Assistant P-T/Temporary*" and sent to:

*director@sourceartscentre.ie*

Applicants may be short-listed on the basis of information supplied in the letter of application and CV.

### **Closing Date:**

**5p.m. Thursday, 28<sup>th</sup> February, 2019**

Interviews will follow this date.

*Thurles Regional Arts Centre Ltd. is an equal opportunities employer.*