



Date: 26 July 2021

Watergate Theatre Technical and Facilities Manager

Salary: €35-37k PA (in-line with experience)

At the Watergate Theatre, Kilkenny we are looking for a Technical and Facilities Manager, with a background and/or interest in the arts, to join our team. This is a full-time (40 hours) position.

The post-holder will be responsible for the maintenance of the theatre as a whole as well as the management of all technical elements of our performance and gallery spaces. The post holder will report to the Theatre Executive Director and will be a key member of the core management team of the Watergate Theatre.

We are seeking a candidate that has a background and/or interest in the arts as well as experience with the constantly changing demands of life in a multidisciplinary theatre or similar environment.

He/she 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 and interpersonal skills. It involves overseeing technical and operational management across all activities at the Watergate Theatre.

The post holder will manage, develop and be responsible for the delivery of all technical requirements of individual artists and groups using and visiting the Watergate Theatre.

The Technical and Facilities 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 impact on the theatre's operations.

This is a full-time position and hours will average at 39 per week. However, this will vary depending on the time of year, requirements of the role and busy-ness of the performance programme at the theatre. Late nights will be required as part of the working week along with weekend work. A great degree of flexibility is required.

Paid Time Off in Lieu will be provided in line with company policy for any occasional hours worked over contract. All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The candidate will be subject to a Garda Clearance check

### **Applications:**

The deadline for applications is **Monday, 9 August 2021 at 5PM.**

Applications should be emailed to: [oormonde@insighthr.ie](mailto:oormonde@insighthr.ie).

Hard copy applications will **not** be accepted.

Applicants must send an email with the words ***Technical and Facilities Manager Application*** in the subject line of the email and must attach:

- a) a cover letter with a description of why you are interested and think you are suitable for this position and what your approach will be if you are successful.
- b) a CV which clearly demonstrates how your qualifications and professional experience meet the job and essential skills requirements.

### **Detailed Job Description**

#### **Main Duties & Responsibilities:**

1. To manage and ensure delivery of all technical and operational aspects of the theatre's programme including performances, conferences, exhibitions and events.
2. To effectively manage technical staff team and volunteers to ensure the effective, safe and day to day delivery of all services.
3. To design and operate - where required - the lighting, sound and AV for performances and plan the staging as required for the programme of events in the Watergate.
4. 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. This must be done in a friendly professional way keeping in mind the importance of The Watergate's working relationship with all incoming artists.
5. To facilitate the technical management and organisation of hires and special events including commercial users and non-commercial users of the Watergate and to offer technical support and advice to the rest of the Watergate team as required.
6. Being responsible for the daily operational management of the Watergate Theatre building and being a key part of the theatre's senior management team.
7. 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.

8. To operate a monitoring system on all technical equipment within the building.
9. Liaise with contractors working onsite to ensure all works are carried out in a safe and timely manner meeting all relevant standards.
10. 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.
11. To act as Health and Safety Advisor for the Watergate Theatre and to plan and implement a Health and Safety awareness and training programme for all at the Watergate.
12. Prepare and compile reports, policies and documents as required by the Executive Director.
13. 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 Executive Director
- 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 following 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
- Liaise with the Executive Director, 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 Watergate's health and safety policies and procedures.
- Managing the Watergate's Fire Risk Assessment and Fire Evacuation Procedure, ensuring that all firefighting and fire safety equipment is maintained and tested at appropriate intervals, that sufficient

members of staff are competent to use firefighting 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 an 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 theatre 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 theatre delivering an eclectic programme the duties should not be viewed as a definitive list.

The theatre 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 12 months.

#### **Experience/Qualifications required for the role:**

- 3-5 year's experience in a similar role in a theatre environment or similar is essential
- Technical theatre qualification desirable but not essential
- Experience in rigging lighting, sound and audio-visual equipment
- The ability to work at height and hold a current valid M.E.W.P. licence essential
- Enthusiasm and appreciation for contemporary arts
- Excellent communication, leadership and interpersonal skills
- Strong organisational skills and an ability to work on one's 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 in programming and operating ETC lighting consoles, Digital Mixing Consoles for Sound (Allen and Heath QU32) and a 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 in visual art-handling (installing, crating, packing etc.) and installing audio-visual equipment
- Knowledge of current Health and Safety legislation and practice

