

## Technical Manager

**SOLSTICE**



*Solstice Arts Centre is seeking an experienced Technical Manager*

### About Solstice Arts Centre

Solstice Arts Centre is a multi-disciplinary arts venue located in Navan, County Meath. Its facilities consist of a tiered 320 seat theatre, visual arts spaces, studio and café. The artistic programme covers music, theatre, film, comedy and the visual arts, and is also a popular venue for local groups to present their productions. Since opening in 2006, Solstice has exhibited, curated and commissioned a diverse range of exhibitions, theatre and music events, gaining recognition as a key visual arts space and venue in Ireland.

Tall Tales Theatre Company has been Theatre Company in Residence at Solstice Arts Centre since January 2008. Solstice has commissioned and co-produced new plays by Deirdre Kinahan which have toured extensively in Ireland, the UK and USA, receiving international and national acclaim. Solstice arts policy incorporates and encourages the development and facilitation of art form and project based programmes, presented in new and responsive ways, providing opportunities of engagement, participation and challenge to visiting artists and audiences.

The Centre's Director is Belinda Quirke who leads a team of 5 full time staff and 8 part- time team members.

Solstice is funded by Meath County Council, The Arts Council and Navan Town Council.

### The Technical Manager Role

The successful candidate should be an experienced technician with a background preferably in a venue(s) and/or working in or with a touring company, and needs to be able to demonstrate solid experience in working with a range of artists and production companies. The role involves technical management of both Theatre and Visual arts spaces.

The role requires a motivated and dynamic person able to 'hit the ground running', who can think and operate strategically as well as being able to develop, maintain and deliver the highest standard of technical assistance to incoming performances and visual arts exhibitions. The candidate should be methodical, well organised and have the ability manage multiple priorities. They will need to take ownership of their role and be responsible for their own work and actions, recognising the impact that these have both internally and externally.

It is important that the right candidate is able to forge good working relationships, contributing to a positive working environment and demonstrating a collaborative working ethos required in a small busy team, thereby understanding how their role contributes to the organisation's success.

## JOB DESCRIPTION

Technical Manager of Solstice Arts Centre

Responsible to: Solstice Arts Centre's Director

Key responsibilities:

To carry out production requirements for the ongoing programme of activities

- To act as technician in theatre and visual spaces
- To plan and implement the production schedule for each visiting artist and company ensuring that all elements are in place to facilitate each show including casual labour etc. and to manage each within the allocated budget
- To organise or technical cover/support when required
- To maintain effective communications with all artists and companies using the theatre, galleries and studio so that their needs can be accommodated, and act as technical manager for each in-house production to ensure costs are controlled.
- To manage the installation of gallery exhibitions and ensure that security and environmental standards are met
- To act as advisor to groups/artists using the centre and supervise the use of arts centre equipment by visitors to protect it and ensure its longevity
- To undertake administrative duties to support production role

To oversee the usage, replacement, maintenance of Solstice Arts Centre technical equipment

- To create an asset register of technical equipment and fixtures and fittings adding new equipment as it is purchased
- To advise the Director on repairs and renewals, and be responsible for making arrangements for the maintenance, repair or replacement of equipment and facilities as necessary
- To manage and supervise all use of arts centre equipment by employees, arts centre users and trainees and line-mange any centre staff, casual, fixed contract, freelance, or trainees, employed in a technical capacity
- To provide supervision and basic technical training to non-professional arts centre users and trainees, as required

To act as Health and Safety Officer:

- for Solstice Arts Centre and in association with the Director, update, monitor and review the Centre's Health & Safety policy to ensure that it fulfils the requirements of the latest legislation
- to circulate and ensure Staff awareness of all Solstice Arts Centre Health & Safety policy, additions/amendments of the policy, identifying training requirements and advocacy when necessary

## General

- To comply with in house policies, systems and procedures at all times
- To undergo any appropriate training as directed by the Director.
- To carry out any other tasks that will from time to time be allocated by the Director on an ad hoc or continuing basis commensurate with the general level of responsibility of the post

## Key Terms of Engagement

Location: Navan, County, Meath, Ireland  
Employer: Solstice Arts Centre (Meath Arts Centre Company Limited).  
Dates: Requesting Immediate Start  
Salary/fee: Dependent on experience  
Contract Initial 1 yr contract with a review, after which the position will be extended.

## Applying for the Post

Applications clearly marked "Technical Manager Position"

can be forwarded to

[info@solsticeartscentre.ie](mailto:info@solsticeartscentre.ie)

or

posted to the following address

Administration Manager

Solstice Arts Centre

Railway Street

Navan

County Meath

Applications must be received by Friday 03 February 2012

[www.solsticeartscentre.ie](http://www.solsticeartscentre.ie)

