

Venue Manager

Location: The Dock, Carrick-on-Shannon, County Leitrim

Salary: €31,200 (€39,000 pro rata)

Contract: 30 hours/week over 4 days

Reporting to the General Manager

About The Dock

The Dock is Leitrim's flagship arts centre, housed in a landmark, riverside venue in Carrick-on-Shannon, Ireland. Built in 1828 as a Courthouse, The Dock is a significant heritage building which was restored by Leitrim County Council and reopened in 2005 as an award-winning arts centre. Facilities include three galleries, a performance space, community meeting spaces, and artists' studios. We present an artistic programme that spans dance, music, theatre, visual arts and more. We host and deliver socially-engaged activities and projects that provide opportunities to connect artists and communities in a meaningful way.

About the Role

The Venue Manager will work closely with The Dock team to oversee and manage effectively the venue for the benefit of staff, artists, arts workers and visitors. They will ensure a safe and welcoming environment and work towards the green transition of the building in relation to energy efficiency and waste reduction.

The Dock is committed to being an equal opportunities employer and to doing the work to ensure the future of the arts is more equal, equitable and representative of Irish society. We are particularly interested in applicants who are currently underrepresented within our team and sector; this includes but is not exclusive to people with Asian, Black, and ethnically diverse heritage, from the LGBTQIA+ community, and/or working class background.

Key responsibilities

- Health and Safety

Lead the Health and Safety committee and advise on the Safety Management Systems

Ensure visiting artists and companies comply with the Safety Management Systems

Ensure appropriate risk assessments are in place for work under their control

Ensure that construction work is carried out by competent contractors

Ensure that only authorised personnel are permitted backstage

Ensure all persons wear appropriate personal protective equipment where applicable

Ensure adequate and safe access and egress is maintained at all times

Provide safety equipment that may be required and ensure its proper use

Ensure all equipment is maintained in good condition

Ensure that adequate firefighting equipment is available and properly maintained

Ensure all statutory inspections are carried out on equipment and/or the place of work

Ensure that the Mobile Elevated Working Platform undergoes statutory inspections

- Facilities Management

Monitor the security of the building

Monitor electrical, lift, water, waste and heat management of the building

Manage theatre systems

Manage an asset register of equipment

Manage the upkeep, maintenance and caretaking duties for the building

Manage the maintenance of technical equipment, backstage and storage areas

Liaise with contractors and relevant Leitrim County Council staff

Work with the General Manager on environmental sustainability policies and plans

Work with the General Manager on scoping funding opportunities on retrofitting and upgrading facilities

- Technical Support

Liaise with The Dock team in the planning and delivery of the artistic programme

Liaise with artists and visiting companies with regards to technical needs

Provide technical support during the get-in, installation, presentation and get-outs of all shows and exhibitions requiring the use of technical resources

Supervise incoming and in-house crews

Supervise bookings for sound engineers and external experts

Organise room set-up for building users

- General

Attend weekly operations meetings

Contribute to monthly strategy meetings

Present yearly report to the Board of Directors

Undertake Safe to Create training as required

Other duties may be reasonably requested by The Director

Essential

- Experience in an arts centre or similar environment (3+ years)
- Experience in Health and Safety management
- Experience with AV equipment: installation, operation, maintenance
- Experience with visual art handling
- Self-motivated and work well within a team
- Excellent attention to detail
- The ability to work at height is a pre-requisite of the role

Desirable

- Professional qualification and training
- Experience in retrofitting/energy efficiency projects
- Experience in tracking metrics for energy use, waste, emissions
- Experience in funding applications

Please apply for the role of Venue Manager by sending a CV with two referees and letter of application outlining your experience and suitability for the role to thedockartscentre@gmail.com by 10am on Monday 23 September.
