

APPLICATION PACK
Technical Manager

Job Role:	Technical Manager
Reporting to:	Head of Arts & Culture
Salary:	£30,000 - £36,000 per annum (pro rata)
Days:	3 days (21 hours per week)
Key working relationships:	Culture Team, LIC Management Team and staff, Venue Team, freelancers, funders, volunteers, partners, and other relevant stakeholders
Contract type:	12-month, FTC
Office Location:	Camden Square, NW1 9XB

About the London Irish Centre (LIC)

The London Irish Centre is the best known and largest Irish Centre in Britain, offering a mix of community and cultural services for both Irish and local communities in London and UK wide.

We are in the initial stages of a multi-year ambitious strategic plan to reimagine, redevelop, and recreate our Camden Centre home as a world-class community and cultural centre. Our services include:

- London’s leading **Irish Arts, Culture and Heritage** programme
- Four dynamic **venue** spaces available to **hire** for meetings, weddings, classes and more.
- **Café-bar** workspace serving snacks and drinks.
- **AQS accredited Information, Advice and Support** on a wide range of welfare issues, from housing to benefits.
- Accredited **Befriending Service** to connect people facing loneliness.
- **Survivor Service**, including a **Freephone Response Line** to provide information and support to survivors of Irish institutional abuse.
- **Social Groups** strengthening communities across London.
- **Warm, safe spaces** for people to connect.
- **Community Café** serving subsidised nutritious meals.
- **Health and Wellbeing Advice** led by our resident nurse.
- **Food Poverty Support**, including a Community Fridge with food donations available, emergency vouchers and food bank collection.
- **Library** with over 7,000 books.

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a cover letter, (maximum one page). To apply for this vacancy, please send your CV and a cover letter (maximum one page) to recruitment@londonirishcentre.org

The deadline for applications is 9 am, Monday 18th September 2023.

If you would like to have an informal conversation with Brian Brady, Head of Arts & Culture, please contact us at recruitment@londonirishcentre.org to arrange a call.

Job Brief

We are looking for an experienced, key member of the Culture team to lead the day-to-day organisation of the department's technical operation, and the practical realisation of performance work. This includes acting as event technician, liaising with internal and external collaborators, and creating production schedules.

The London Irish Centre (LIC) delivers the largest Irish cultural programme in Britain. The LIC is known for its high quality, diverse, multidisciplinary Irish Cultural programme, including Events and an Education and Heritage service.

The post holder is responsible for the implementation of health and safety policy and routine maintenance of technical equipment. Alongside this, they will supervise any freelance technicians required for the delivery of the programme, ensuring the highest possible quality of technical presentation for all work within the LIC's performance spaces and, where relevant, alternative spaces.

The post holder will also support events beyond the culture and technical support to the entire organisation.

The post holder will participate in financial accounting procedures and departmental administration and reports directly to the Head of Arts and Culture.

Flexible working is a must with regular evening and week-end work as needed.

Personal Specification

- To act as lead officer in support of LIC's production related activities.
- To ensure the theatre spaces, technical equipment and resources are effectively maintained to industry standards, ready for use.
- To ensure Health and Safety procedures are adhered to and updated as required.
- To support and assist Venue staff and visiting companies with the lighting design and technical requirements of their work as required, including liaison with internal and external artists to

interpret ideas and provide practical solutions, for example; staging, sound, lighting, audio visual.

- To assist on the preparation and delivery of all technical and production aspects for performance events.
- To support contracted freelance technical professionals in the efficient running of production department activities.
- To contribute to the planning and implementation of developments, advising the Head of Arts and Culture and the CEO on capital and resource requirements.
- To work closely with other LIC departments and external users to ensure efficient delivery of agreed activities.
- To assist the Head of Venue in the planning and scheduling of technical staff, equipment, and facilities.
- At all times be committed to LIC's Equality and Diversity Policy.

Operational Responsibilities

- Ensure facilities and equipment are ready for use in accordance with agreed production schedules.
- Organising the setting up and operation of equipment and facilities in support of LIC productions, events and other activities on/off site, and the work of visiting artists.
- Keep up to date and accessible inventories of production equipment, technical specifications, drawings, and other documentation.
- Purchasing production-related equipment in accordance with current budget and financial regulations, subject to approval by the Head of Arts and Culture.
- Ensuring that protocols and professional standards for production processes and use of LIC's equipment and facilities are observed by all users, including providing guidance on competency assessment in the use of technical equipment and facilities, in accordance with TL policies and current professional practice.
- Providing technical instruction, advice and ongoing support for interns, Venue staff and Culture dept. staff.

Health and Safety Management

- Creating and implementing systems to ensure the regular testing of technical equipment and maintaining inspection records.
- Ensuring that appropriate standards of health and safety are maintained at all times.

- Ensuring that the working methods employed by technical staff and visiting users are always safe and appropriate, in accordance with all regulatory requirements.
- Undertaking and implementing Risk Assessments for activities with a production element.
- Ensuring that all staff working for the production department have received appropriate instruction and training and can competently complete specific tasks.
- Assisting with the instruction of staff in the safe operation of equipment.
- Conducting safety training exercises which cover the use of safety equipment, the safe and compliant operation of equipment used in the theatres and other production spaces.
- Ensuring equipment and facilities are maintained in a safe, tidy, and useable condition, in accordance with venue regulatory requirements.
- Adhering to all policies and procedures relating to Health and Safety in the workplace.

Industry Standard Adherence

- Keeping up to date with industry practice and standards and undergoing training where appropriate.
- Keeping up to date with current health and safety legislation, to ensure that staff, students, and visitors are compliant when using production equipment and facilities.
- Making recommendations to the Head of Arts and Culture on current industry technologies and practices to ensure that the LIC's production equipment and facilities remain up to date and appropriate.
- Maintaining contact with relevant industry networks.

This job description is a guide to the nature of the work required of the Technical Manager. It is not wholly comprehensive or restrictive and may be reviewed as required.

Employee Benefits

- Enhanced annual leave - 25 days plus bank holidays (increase to 26 days after 5 years of service pro rata).
- Enhanced sick pay - 4 weeks of contractual hours on full pay after completion of probationary period pro rata.
- Enhanced maternity and adoption leave pay.
- Flexible working where possible for each role.
- Cycle to Work Scheme.
- Tech Scheme.
- Eyesight tests and corrective glasses.
- Jury Duty leave pay.
- Employee Assistance Programme.
- Complimentary tickets to select events.
- 50% discount on LIC education courses (subject to availability).
- 20% discount at the LIC shop and 10% discount at the LIC bar.
- Mindfulness app membership.

LONDON IRISH CENTRE

OUR SIX CORE VALUES

At the London Irish Centre, we strive to be:

1. Welcoming
2. Compassionate
3. Inclusive
4. Creative
5. Community-centred
6. Sustainable

The London Irish Centre is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities, and industries, and are committed to equality and diversity within our workforce. Please note our offices have some barriers to access, which is one of the core missions that our redevelopment will overcome.