**Job Description**

**Position: Caretaker** and Technician (light/sound)

**Report to**: Venue Manager

**Duties and Responsibilities**

**Cleaning**

Birr Theatre & Arts Centre aims for a high level of cleanliness at all times. The cleaning duties carried out by the caretaker are extremely important as this provides the first impression our patrons have of the Centre. Cleaning duties include the following:

* Sweep, hoover and wash floors throughout building
* Cleaning throughout building before and after events – wash up, hover stairs, cleaning toilets, auditorium, seating rig, stage and surrounding area, greenroom and dressing rooms

**Caretaking**

Because of the numerous production groups using the Centre throughout the year, it is important that all maintenance is kept up to date and all groups come into the Centre ‘ready for use’. Caretaking duties include:

* Provide efficient maintenance throughout the building, continually up-keeping the premises both inside and outside, including:
  + Regular sweeping of exterior grounds of the building removing litter, cig butts etc
  + Removing empty bottles to the bottle bank on a regular basis (weekly)
  + Putting out bins for collection
  + Cleaning and maintenance of lights – stage and working lights
  + Painting, repair walls between visual arts exhibitions etc
* Responsible for preparing auditorium for upcoming events, duties include:
  + Set adequate heating
  + retracting seats when space is required
  + erecting exhibition stands
  + occasional erecting stage extensions
  + occasional laying dance floor
  + climbing ladder
  + support to the technician in setting lights & sound for events
  + support/assist the technician with running film (training provided)
* Regular lock up and opening of building as required.
* Ensure heating is provided in the building as required and ensuring sufficient oil in tank at all times.
* Familiar with plumbing system in the building and that the system is in good working order at all times.
* Any other duties, which may arise during the course of the working day to ensure smooth running of the Centre.

This is a Pobal funded position - all candidates must reach the criteria under Community Services Programme i.e. be in receipt of a department payment e.g. job seekers, lone parent, disability payment etc

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**Technician**

* Support to Technician - excellent working knowledge of lighting, sound & film equipment is required - training will be provided.
* Responsible for lighting and sound requirements for productions/events as assigned. Liaise with touring companies regarding the lighting and sound needs for their production.
* Responsible for preparing auditorium for upcoming events – i.e. retracting seats when space is required; setting lights for event; operating lights for events; erecting exhibition stands when required.
* Ensure heating is provided in the building as required for performances.
* Any other duties, which may arise during the course of the working day including back up support to box office and office team.
* Responsible for the safe storage and upkeep of all stage and lighting equipment in the building. Ensure equipment not in use is stored safely and in particular when visiting companies use equipment for a performance, ensure it’s immediate return at the end of the production.
* Hanging of visual art exhibition in foyer.

#### **Hours per week**: **19.5hrs** **over min of 4 days** Usual work hours between 9am and 6pm Monday to Friday. However, a certain amount of flexibility is required for get-in and get-out of events that run at night time and at weekends. Working on Saturday and Sunday will be required (but not every week).

#### **Remuneration** €10.10 per hour

**All staff:**

* are required to know the current programme of events and promote events to the general public while on box office or in general conversation with customers.
* are required for programme / poster distribution as required
* will have a general knowledge of the lighting and sound equipment (i.e. where equipment is located, powered on/off and general use) and heating system in the building for which training will be given.
* are required to ‘pitch in’ when other staff members are on holidays – all duties still need to be covered.
* are key-holders to the building and will be responsible for the correct lock-up of the premises from time to time and are expected to be security conscious in this regard.

**General**

The Caretaker plays a very important role in ensuring the smooth running of the Centre. Attention to detail and seeing what needs to be done is essential. Confidence in working from heights (hanging lights etc) is required.

**All employees are required to:**

* Be flexible (time – nights/weekends)
* Be enthusiastic in providing a professional service
* Have good interpersonal skills (Friendly and welcoming to all costumers and production teams)
* Work quickly and on own initiative
* Be willing to ‘pitch in’ when necessary
* Have good organisational skills
* Be neatly presented
* Be familiar with safety procedures, company policies (information provided) 2/2