

The Helix

Job Title: Theatre Technician
Reporting to: Building and Technical Manager
Contract: Full Time Permanent

Overview

The Helix is a multipurpose arts, entertainment, conference and events centre nestled in the heart of Dublin City University's vibrant campus located in Glasnevin, Dublin 9. Since opening in 2002, the Helix has established itself as destination of choice for an incomparable range of events attracting audiences from Dublin and beyond with a mixture of high quality music, drama, sport, live TV productions, conferences and general entertainment programming.

Summary of Role

The House Technician will serve as a member of the Helix's technical team consisting of full time and part time technicians. A House Technician has overall responsibility for the technical management of an events and shows, supervising other technicians on duty and providing Helix production services to the client. It is the duty of the House Technician to ensure that the technical aspect of the events and shows run professionally and smoothly.

Key Tasks and Responsibilities

Responsibilities will include:

- Setting up and operating equipment including; Staging, Flying, Video, Lighting and Sound when required
- Acting as a Duty Technician during performance and stage manage events when required
- Supervising and working with casual crews as and when required
- Assisting in the general maintenance and operation of all plant and equipment
- Carrying out routine building maintenance and improvements under the direction of the Building and Technical Manager
- Ensuring all Helix tools and equipment are kept in good order and in their proper places
- Assisting with the administrative work of the Technical Department
- Maintaining proper records of events and maintenance

- Working closely with colleagues in all departments to ensure the smooth running of events
- Work in accordance with the Safety Policy Licensing and Fire Regulations and Health and Safety at Work Act
- Assisting with the training of new and casual staff
- Keeping abreast of new techniques and operations related to his/her range of duties
- Ensuring that The Helix's policies on equal opportunities in employment and service provision, racial equality, disability equality and dignity and respect at Work are actively pursued and promoted.
- Ensuring that all staff receive appropriate training to enable them to act in accordance with these policies

Person Specification:

Experience and Skills

A successful candidate will ideally be a technical professional person with a background preferably in theatre and possess the following;

- Relevant technical educational degrees, diplomas and certification with a minimum of three years' experience
- Demonstrated knowledge in all in all areas of technical theatre including, sound, audio video, lighting, rigging and stage
- A speciality in sound with a very high skill and experience level
- Excellent interpersonal skills and a high level of self-motivation
- Excellent written and spoken English
- The ability to maintain high attention to detail and to ensure the smooth running of technical theatre operations
- Excellent communication and time keeping skills
- Be a team player and have the ability to multi task and work under pressure.
- They must be available to work anti-social hours, as the business requires, as shifts can be early morning or late night.

Key Competencies:

The successful candidate will:

- Be self-motivated and resourceful with the ability to work autonomously and within a team
- Have the ability to handle multiple tasks with meticulous attention to detail
- Have strong organizational and time management skills
- Have excellent relationship building skills
- Have demonstrated theatre technical skills

Terms and Conditions

Duration: Full Time Permanent

Salary: Commensurate with qualification, skills and experience

Working hours: roster, 35 hours per week

Application Procedure

Please submit a cover letter outlining your attraction to the role, what you believe you can bring to the position and your salary expectation.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 384 Theatre Technician

Please include a copy of your updated CV and submit by email to hr.applications@dcu.ie or by Fax to +353-1-700-5500 or by post to Human Resources Department , Dublin City University, Glasnevin, Dublin 9.

Application Closing Date: Friday 19^h August 2016

Please note we do not require the assistance of recruitment agencies at this time

The Helix is an equal opportunities employer