

**Dublin Fringe Festival is seeking to recruit a motivated and dynamic person to fulfil the role of Technical Manager.**

**Job Title: Technical Manager**

**Reporting to:** Production Manager

**About Dublin Fringe Festival**

Dublin Fringe Festival is home to bold ideas, brave performing arts and adventurous audiences. Fringe is a curated, multi-disciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers. The festival is where artists challenge, subvert and invigorate their disciplines and practice.

An active curator, Fringe supports artistic vision, ambition and excellence across a range of art forms and offers supports, resources, space, time and professional development to the Irish independent arts sector. Followed by fans and first timers alike, Dublin Fringe Festival draws more than 30,000 spectators for 16 days each September and transforms Dublin into an exposé of great creative talent from around the globe.

The scale and environment of the festival broadens arts participation, introducing artists and audiences and playing a pivotal role in the fabric of Dublin and Irish cultural life. Dublin Fringe Festival is a platform for the best new, emerging Irish arts companies and a showcase for the finest international contemporary performing arts. For artists, Fringe facilitates opportunities to innovate, to cross boundaries and strengthen the conditions in which they work. For audiences, Fringe is the place to discover meaningful, exciting and unforgettable cultural experiences. [www.fringefest.com](http://www.fringefest.com)

- Job Title:** Technical Manager
- Reporting To:** Production Manager
- Responsible For:** The Technical Manager will work with the Production Manager and a second Technical Manager (from September 2019 forward) and needs to have a background in technical theatre, the ability to draw festival lighting plans in Vectorworks or other software and be able to demonstrate solid experience in working with a range of artists and production companies. Part of the role of Technical Manager will be to manage one specific outdoor event..
- Principal Objective:** This is a core production team position which must be able to forge good working relationships with venue managements and technicians and the rest of the Dublin Fringe Festival team, Director, General Manager, volunteers, programming department, box office and crew.

## **General**

- Draw up lighting and ground plans for events where required. To compile LX plans in shared venues from info provided by companies:
  - Project Upstairs & Cube, Peacock, Smock Alley Studio, Main Space, & Boys School, The Lir and The New Theatre.
- Be familiar with the companies, venues and shows included in the Fringe programme, and act as a point of liaison with them and provide technical support where required.
- Feed into communication between companies and Production Manager. To manage specific shows from the festival programme.
- In tandem with a second Technical Manager, to work with non-theatre venue based companies. To provide information to technicians in these venues and undergo reces and provide direct support during fitups.
- In tandem with a second Technical Manager, to oversee the fitups and getouts and manage the technical crew.
- Provide and compile info for Dublin Fringe Festival technicians in theatre venues. To organise venue visits and provide direct support to companies during fitups.
- Act as Line Manager for all tech crews in venues. To visit all venues during fitup.
- Identify where hires of technical equipment are required and what can be provided from DFF stock. Maintain a database of hires and loans and advise the Production Manager on the procurement of hires of technical equipment.
- Work with the Production Manager in the planning and realisation of the Outdoor Events Programme.
- Request Safety Statements and Risk Assessments from companies and identify in tandem with the production team where they may be required.
- Work in tandem with the production team to ensure that the festival programme is executed to an excellent standard of Health and Safety.

## **Person Specification**

### ***Essential***

- **The ability to draw lighting and ground plans in Vectorworks or Autocad or other similar software.**
- A working knowledge of Excel.
- A knowledge of and experience in video, sound, lighting and staging for theatre.
- The role requires a motivated and dynamic person with good communication skills who can think and operate under pressure and manage their time effectively and efficiently.
- Liaison with all companies participating or being presented by Dublin Fringe Festival, ensuring that they are well informed at all times.
- Implementation of the company's Health & Safety policies
- Co-ordination of Technical teams
- Execution of Technical Riders from individual companies
- Effective Venue Liaison and Programme Execution

### **Desirable**

- Previous experience in project, production or technical management.
- Previous experience in managing a team of stage lighting and sound crew.

### **Terms and conditions of Employment**

- The duration of this cover post is for a fixed term from 6<sup>th</sup> August through 27<sup>th</sup> September 2019
- This post is part-time three days per week from 6<sup>th</sup> August to August 16<sup>th</sup> and from 22<sup>nd</sup> September to September 27<sup>th</sup> and full-time 19<sup>th</sup> August until 21<sup>st</sup> September.
- A handover period will be required at the end of July 2019 with contact dates flexible to suit successful candidate.
- The nature of the role means that much of the work during the festival period will involve working anti-social evening and weekend hours. Part-time hours are flexible in agreement with Production Manager
- Salary: €6,600 for the term of the contract. Dublin Fringe Festival will pay an instalment of €2,200 on each of the following dates:
  - On contract signing
  - 20 August 2019
  - 27 September 2019

### **Application process**

1. Application closing date: **Friday 28th June 2019** ☒ NO LATER THAN 6PM
2. Interviews will be held in Dublin on the afternoon of **4<sup>th</sup>/5<sup>th</sup> July**. Interviews by Skype are possible if candidates are unavailable for that date.
3. Start date: **6th August 2019**.

Applications with a CV and two references by email only to:  
Marcus Costello, [production@fringefest.com](mailto:production@fringefest.com).

***Dublin Fringe Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. People of colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are strongly encouraged to apply. Must have, or be willing to acquire, legal status to work in the Republic of Ireland.***

For further information about Dublin Fringe Festival and our previous programme information, please see [www.fringefest.com](http://www.fringefest.com).