

ABBEY THEATRE

AMHARCLANN NA MAINISTREACH

ABBEY THEATRE Amharclann na Mainistreach | Job Description

JOB TITLE:	Technical Director
RESPONSIBLE TO:	Directors
CONTRACT:	Permanent/ 40 hour week

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres; the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 132 seats. We produce a year round programme of productions, public readings, talks, workshops and artistic development work. We produce work at home and on tour, which not only showcases Irish and international theatre but also engages with the artistic and civic life of contemporary Ireland.

For 115 years, the Abbey Theatre has played a significant role in reflecting Ireland's evolving cultural, political and social identity. It has done so through the creation and staging of an important literary repertoire which has helped Irish people to understand and communicate what it means to be Irish. This role continues, as the nation's sense of identity continually evolves and our population becomes increasingly multicultural. In this more globalised world, it is vital that the Abbey Theatre continues to stand proudly amongst our peers as a world-class national theatre, touring our work internationally and attracting great artists to work in Ireland.

The Abbey Theatre's mission is to effectively and imaginatively engage with all of Irish society through the production of ambitious and courageous theatre, in all its forms. Ireland's National Theatre is artist-led and audience-focused. We aim to ensure our programmes are driven by ambitious, big ideas by theatre-makers of all disciplines, relevant to our times, and communicated effectively to all our citizens and stakeholders.

Our vision is to build a 21st century theatre and company, where creativity drives our every move, developing the artists and audiences of the future. We will be a confident collaborative company, leading the way in how Irish theatre is developed, produced and disseminated; and where everyone who works with us, irrespective of their role, knows that they are contributing to the work of one of the world's great theatres.

Planning is in train for the re-building of the Abbey Theatre in line with the Project Ireland 2040 plan announced by the [Department of Culture, Heritage and Gaeltacht](#).

This role will be to lead and deliver on the relevant aims and objectives as set out in the Organisational 5 year strategy, which can be viewed [here](#).

PURPOSE OF JOB:

To lead and deliver on all aspects of the technical and production disciplines at the Abbey Theatre. The successful candidate must show an intricate understanding and appreciation of all aspects of the craft of theatre making, in all its forms. They must have experience of leading teams and have illustrated a dynamic approach to making theatre.

The Technical Director will be a member of the Abbey Theatre's Senior Management Team

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JOB REQUIREMENTS AND RESPONSIBILITIES:

Duties include but are not limited to:

General

- To work closely with the Directors and Producers on scheduling, planning and budgeting all productions as well as the theatres other activities.
- To ensure all technical and production departments comply with the Abbey Theatre's policies, internal controls and procedures.
- To ensure the theatre complies with the appropriate licensing and legislative requirements.
- To support the Abbey's mission of touring nationally and internationally.
- To lead on specific agreed projects across the organisation
- Any other duties that are deemed reasonable and appropriate by the Director(s).

Effective Teamwork and Communication

- To ensure the technical and production department responds flexibly and creatively to the artistic demands placed upon it, across all of its work and that it is suitably resourced to do so.
- To form effective and creative working relationships with directors, designers and other creative team members in order to achieve the full vision and potential of each production.
- To ensure excellent communication between the production and technical teams and all other departments, with particular emphasis on working closely with the producing, finance and general management teams.
- To contribute to the development of the theatre's policies on equality, diversity and environmental sustainability.

Leadership and Management

- To lead the production team strategically, operationally and artistically, supporting the Abbey's full programme of work.
- Provide dynamic leadership and a strategic overview for the team.
- To lead the technical and production department creatively, flexibly and imaginatively and implement change positively, where appropriate.
- To lead, manage and motivate staff to achieve their best, both individually and collectively, within the framework of the performance management process.
- Represent your team and the organisation at relevant external and internal meetings and events as required.
- To demonstrate effective leadership as part of the Senior Management Team.
- Establish and maintain relationships with industry peers.
- Lead and chair regular team meetings.

Finance

- To ensure that there are appropriate systems in place for the budgeting and financial control of the production department's operations.
- Work closely with the Director of Finance and Operations to budget for and estimate costs for all production/technical requirements.
- Track costs, agree and manage in conjunction with the Directors.
- Following procurement guidelines /calculating and comparing costs for required goods or services to achieve maximum value for money.
- Manage production / technical day to day operations ensuring at all times cost effective solutions are being implemented.

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Health & Safety

- To be directly responsible for the theatre's Health and Safety remit.
- To ensure that effective risk management systems are implemented and that the policy and its arrangements are fully understood by all employees.
- Work closely with the General Manager and other Abbey Theatre team members and consultants to create and maintain a safe working environment; develop records of risk assessment, safe systems of work and training for the department.
- To ensure the technical /production department are represented at the Health and Safety committee meeting.
- To lead on the SMT responsibilities for Health and Safety.
- Responsibility for the safety of all plant equipment.
- Ensure that all statutory inspections of equipment are carried out, including compliance to the approved code of practice (ACOP) on Legionnaire's disease.
- Oversee all statutory inspection and certification of Lifting and Safety Equipment is carried out working closely with the Technical team.

Strategy

- To implement the overall departmental plan in regards to the Organisational 5 year Strategy, working with the Directors.
- To deliver on overall departmental goals and objectives/ KPI's as set out, in the context of the Abbey's overall mission, vision and goals.

Key Internal Relationships

- Directors
- Senior Management Team
- Sales & Customer Service
- Facilities
- Technical & Production Departments
- Finance
- Marketing & Communications
- Community & Education
- New Work
- Company Management
- HR
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Key External Relationships

- Abbey Theatre stakeholders as appropriate
- Suppliers & contractors

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PERSON SPECIFICATION

The post holder will have:

- At least 5 years' experience in a production/technical management role, with 2 of those years in a senior management role.
- Proven knowledge and understanding across range technical disciplines.
- Experience of national and international touring.
- Demonstrable experience of working with international creative teams.
- An in-depth knowledge and understanding of design and production.
- Experience with budgeting and scheduling.
- A working in-depth knowledge of Health and Safety to ensure its effective delivery.
- Excellent ability to lead and communicate with staff at all levels.
- A dynamic and committed approach to theatre with excellent creative solution skills.
- High level of computer literacy including using software packages such as AutoCAD and or Vector works, Excel and Word.
- The ability to help develop the potential of all technical staff.
- The ability to work well under pressure.

RENUMERATION / BENEFITS

Annual Salary: Salary commensurate with skills and experience

Holidays: 24 days per annum (including Good Friday & Christmas Eve).

Public Holidays: 9 Public holidays per annum.

Pension: The Abbey Theatre provides employees with access to a pension scheme and will match contributions up to 5.5% of salary. Employees must contribute a minimum of 3% to avail of employer contributions. Contributions are made through payroll.

Life Assurance: The Abbey Theatre Group Life Assurance plan provides a benefit to all employees of 4 times annual salary in the event of death while in service.

Bike to work/ Bus Eireann/Luas/ Dart Tax Saver

APPLICATION PROCESS

To apply, please send the below information:

- Up to date CV
- Cover letter
(*Outlining why you want this particular post and highlighting the skills and experience that you could contribute*)

ABBAY THEATRE AMHARCLANN NA MAINISTREACH

Agnieszka Myszka HR Generalist

recruitment@abbeytheatre.ie

The closing date for applications is 5 pm on Monday **14th October 2019**

The Abbey Theatre is an equal opportunities employer