



# Recruitment Notification

<b>Role title:</b>	Head of Technical & Operations
<b>Reporting to:</b>	Executive Director
<b>Key Relationships:</b>	Artistic Director, Senior Management Team
<b>Direct Reports:</b>	Technical Manager, Operations Manager, Production Managers, Head of Costume
<b>Location:</b>	Dublin 1, Ireland
<b>Contract:</b>	Permanent, Full Time
<b>Spec effective:</b>	2023 January

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## BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál Mac Liammóir. Their productions were innovative and experimental and they offered Dublin audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

The Gate's mission is to be an international home for Irish artists and an Irish home for international artists. On its stage in Dublin and through tours, partnerships and creative collaborations, there is a commitment to 'open the Gate' to new artists, audiences, and new forms of theatre. The Gate's aim is to share this work with a large, diverse and evolving audience both in Ireland and around the world.

As an artist-led organisation the 'work' is at the heart of everything the Gate does. It produces a broad programme of new, contemporary and classic work, all of which speaks to today's world.

As the world continues to experience seismic economic, societal, political and cultural shifts, the 21st century has brought incredible change to our lives through technology and globalisation. However, theatre remains the backbone of society's culture, and none more so than in Dublin, whose literary and creative output is world-renowned.

## Principles of the Gate's Vision:

- An Irish home for international artists and an international home for Irish artists with a network of international partnerships and collaborations - a creative leader on the world stage.
- A global world-class theatrical powerhouse producing an annual programme of original work, attracting a diverse and broad audience.

- A space for the world’s greatest artists to meet, collaborate and exchange ideas through local, national and international encounters both on and off-stage.
  - A platform to launch the next generation of artists on the world stage, and to nurture these artists through mentoring and development, producing their work both at the Gate and internationally.
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## **PURPOSE OF THE ROLE**

The Head of Technical & Operations is a member of the Gate’s Senior Management Team with overall responsibility for the Gate’s technical and operations departments. Working with the Executive and Artistic Directors, the purpose of the role is to lead and develop the technical and operations areas of the Gate, delivering the highest production values possible as well as creating sustainable venue operations. Maintaining and ensuring effective operations, financial management, strategic thinking, long range problem solving, skills development and training are all essential elements of this role.

As part of the Senior Management Team they play a key leadership role in the Theatre, with a focus on the Gate Company and creating a positive theatre environment and culture for artists and staff. The role is diverse and as it interacts with all areas of the business it plays a key role championing a culture of Equality, Diversity, and Inclusion for everyone.

## **DELEGATED AUTHORITY**

The role has delegated authority in line with the Gate’s internal policies.

## **DIRECT REPORTS:**

Currently four direct reports with scope for this to increase by the end of 2023.

## **KEY RESPONSIBILITIES**

### **LEADERSHIP, STRATEGY AND GOVERNANCE**

#### **Leadership**

- Takes a leadership role to help create and support a collaborative production environment that is artistically satisfying, professional, efficient, and safe.
- Overall accountability for the performance, well-being, training, and development of technical and operations staff.
- Work with the Executive Director to lead the strategy for and investment in making the Gate building, ethos, and approach to producing more environmentally conscious and sustainable.
- Work with the Head of HR to ensure organisational design and resourcing requirements are reviewed on an on-going basis and actioned as required.
- Work with the Head of HR on regulatory and Gate HR policy requirements ensuring effective internal sharing and championing a culture of policy compliance across departments.
- Maintain strong and broad industry networks in Ireland and overseas.
- As a senior leader ensure that information and guidance is disseminated in an appropriate and timely way.
- Attend and lend perspective and expertise at appropriate staff and production meetings, including technical and dress rehearsals.

- Lead and facilitate effective, co-operative relationships between departments; seek and deliver timely, productive feedback at all times.
- Act as a change agent leading employees and teams in positive cultural change.

### **Strategic**

- As a member of the senior management team, have input into the development of the Company's five-year strategic plan and annual operating plans.
- Advise management of best deployment of available resources.
- Respond to skills gaps on staff and to shortages of skills in the labour market, by developing and implementing new partnerships and programmes.
- Liaise with external parties as required to position the Gate as a leader in the theatre industry and to share best practice knowledge with like organisations.
- Collaborate with others across the organisation to respond to new opportunities for the company, art form and arts sector.
- Strategize with directors, production managers and stage managers to ensure actor safety and fulfilment of the director's vision.
- Understand the Gate's Equity Agreement, employment terms conditions and policies to ensure strong production management and minimal employment related issues.
- Recommend staff and organisational structural changes to best support the productions and the business in a sustainable way.

### **Governance, Procedures, Reporting & Analysis**

- Support the Executive Director in ensuring reports and information to be shared with the Chair and Board of Directors and Trustees are completed in a timely manner.

## **TECHNICAL**

### **Financial**

- Overall accountability for technical and operations budgets.
- Develop and manage technical and operational budgets with the Executive Director.
- In conjunction with Executive Director and Head of Producing develop production budgets.
- Develop long term, strategic capital expenditure investment plans.
- Ensure that the highest standards of financial planning, budgeting and expenditure are key considerations in all productions.
- Ensure budgetary control of materials and labour for all productions and assigned projects.
- Make recommendations to the Executive Director on capital purchases of technical equipment.

### **Building Maintenance & Operations**

- Working with 3rd party service providers in the delivery of high-quality Facilities & Services (PPM, Planned and Reactive Maintenance), Cleaning Services, Waste Management, Catering (where required), Security and EHS in line with contractual requirements.
- Responsible for planning, monitoring, and managing end-to-end delivery of all on-site Information, Communication and Security systems in a compliant manner to enable the smooth operation of the Gate.
- Ensure Standard Operating Procedures are in place for safe and efficient operations and working with the Head of Audience and Media to ensure excellence in customer experience.

- Develop and maintain high performing teams where responsibility, accountability and results delivery are standard.
- Oversee purchasing to ensure that all required goods and services are available within agreed costs and quality standards and at the right times.
- Be the Gate's main adviser on all issues relating to operational functions and keep abreast of latest developments to ensure the Gate accesses competitive supplies and service providers.

## **THEATRE AND OPERATIONS**

### **Theatre And Asset Management**

- Responsible for the effective management of the day-to-day operations of the theatre building and its staff.
- Create and maintain strategic plans in the areas of operations, facilities, and service delivery to support the maintenance, protection and development of the Gate's assets, buildings, and overall objectives.
- Support the Executive Director on all Capital Projects and related matters.
- Manage and maintain effective relationships with landlords and local authorities on all matters related to the Gate buildings.

### **Health, Safety, Environment and Sustainability**

- Act as the Health and Safety Officer for the Gate
- Responsible for ensuring an effective Health & Safety, Environment and Sustainability Strategy and execution of same in line with good practice and legislation requirements.
- Ensure the Gate's buildings and facilities operate safely and securely at all times.
- Ensure a safe and healthy working environment for everyone across all company locations.
- Ensure all required health and safety training is provided and completed by staff.

### **Policies, Risk and Insurances**

- Responsible for the Gate policy and practice related to Health and Safety, Licencing and Regulation, Child Protection, Data Protection, and other compliance matters and for ensuring organisation-wide adoption of and compliance with same.
- Responsible for organisational-wide risk management and for ensuring organisational-wide adoption of and compliance with same.
- Responsible for organisational-wide disaster recovery plans and for ensuring organisational-wide adoption of and compliance with same.

## **PERSON SPECIFICATION**

### **The post holder must be able to demonstrate the following:**

- Extensive experience in a performing arts organisation leading a technical/production and/or operations area, including planning, budgeting, strategic and people management.
- Thorough understanding of all aspects involved in theatre production, including but not limited to set and prop construction, automation, costume, lighting, rigging and audio visual.
- In depth knowledge of theatre operations and maintenance including stage machinery, fire engineering, lighting and AV systems.
- Proven leadership skills including managing teams and leading successful productions from end to end.
- Proven Strong budgeting, communication, people management and staff development skills.
- Creative insight, and sound judgement.

- Strong understanding of and operational experience of risk management programmes
- The ability to thrive in a high-pressure environment with many competing priorities.
- Demonstrated experience in managing production schedules, negotiating with staff and representatives, and managing multiple projects at once.
- Leadership and commitment to H&S, community obligations and sustainability practices

#### **TERMS & CONDITIONS**

**The standard office hours are between 9am and 6pm. The standard Theatre hours are 5pm to 12.00 midnight. The role will operate across both timeframes on a net working hours 37.5. The role will involve working irregular and flexible hours on a regular basis.**

**The standard working days for the role are 5 days over seven Monday to Sunday, while the role may operate predominately Monday to Friday some weekend work is required which is reflected in the remuneration.**

**The role is required to work during open and dark periods within the Theatre schedule.**

**Salary: The position is banded at Senior Management Team level within the Gate Management Level Framework. The expected salary for the role is Commensurate with experience.**

# Application and Selection Process

To apply please submit a curriculum vitae and single page supporting letter outlining how you meet the requirements of the post with examples of your experience.

Applications should be sent directly by email to: [HR@gate-theatre.ie](mailto:HR@gate-theatre.ie) referencing **Gate Theatre Head of Technical and Operations**

As part of our Equal Opportunities in Employment Policy, we have a system to monitor all job applications. Please complete our Equal Opportunities Monitoring Form and submit it as part of your application. This information will be used for monitoring purposes only and shall remain strictly confidential in line with our Data Protection arrangements.

[https://forms.office.com/Pages/ResponsePage.aspx?id=4aYnk08dpk-cJoL46NGm4S8b4TC9G\\_BFoHV\\_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkrMTS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=4aYnk08dpk-cJoL46NGm4S8b4TC9G_BFoHV_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkrMTS4u)

This form will not be used during the shortlisting process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

Closing date for receipt of applications is **5pm Sunday 12<sup>th</sup> February 2023**. **Applications received after the deadline will not be considered.**

The position is offered on a Full-time permanent basis.

The Position will be advertised internally and externally via the Gate and Artistic Community media Channels.

Candidates will be assessed based on their application (cover letter and cv), relevant experience, and the interview process.

The interview process will be competency-based related to the role requirements. Interviews will take place via a combination of on-line (teams/zoom) and on-site at the Gate Theatre, Dublin 1.

If you wish to discuss the role or have any specific questions related to the role, please address them via email to Colm O'Callaghan at [Colm.OCallaghan@gate-theatre.ie](mailto:Colm.OCallaghan@gate-theatre.ie)

Gate is an equal opportunities employer where diversity is valued and supported.