



RECRUITMENT NOTIFICATION

Role title:	Deputy Technical Manager
Reporting to:	Technical Manager
Direct Reports:	Internal and Freelance teams per show
Key Relationships:	Production team, Producing Team, Creative teams, Vendors
Delegated Authority:	The role has delegated authority in line with the Gate's internal policies
Location:	Dublin 1, Ireland
Contract:	3-year Fixed Term contract with potential to convert to permanent.

Gate Vision

The Gate's vision is 'an Open Gate where every person has access to great theatre.' Under the shared leadership of CEOs Róisín McBrinn and Colm O'Callaghan, an Open Gate is a civic Gate and will be a key cultural asset to Dublin's North Inner City. In the coming years, we will generate new audiences and excite current ones, invest in artists of the future, deliver our GATEWAYS community engagement programme, and be a supportive home to the best Irish artists and their international collaborators. As the Gate approaches its centenary in 2028, we will make its theatre a home to all stories and the Gate's communities, so that it continues to play a defining role in Irish society.

Gate Values

It is important that the Gate continues to be a values-led organisation. Care, collaboration and excellence are the Gate's core values.

Gate Mission

The Gate's mission is to make inspiring theatre that connects, questions and transforms our audiences and communities by:

1. Producing unforgettable and inspiring theatre
2. Creating a supportive and sustainable organisation
3. Driving the growth of a connected and confident Irish theatre at home and abroad
4. Ensuring long-term financial and operational sustainability

Our History

The Gate Theatre was founded in 1928 by Micheál MacLiammóir and Hilton Edwards, and very quickly built a unique reputation as a producing house for introducing international writers and artists to Ireland. The theatre is housed in a beautiful Georgian building and has a capacity of 371 seats, which makes it attractively intimate for both actors and audiences alike.



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Throughout its history the Gate has garnered an enviable reputation both at home and abroad and has proven itself to be one of Ireland's most successful theatres. The organisation mounts on average seven major productions each year, playing to paying audiences which have averaged at over 80% for the last ten years.

The Gate is currently led through the joint management of its Artistic Director, Róisín McBrinn, and Executive Director, Colm O'Callaghan, who joined in the summer of 2022.

PURPOSE OF THE ROLE – DEPUTY TECHNICAL MANAGER

The Deputy Technical Manager will work closely with the Technical Manager and deputise in full for the Technical Manager on a regular basis. The role will work closely with the producing, technical and freelance teams and is responsible individually and collectively with the Technical Manager for the technical and staging requirements of all the performance areas within the building. The role operates both onsite at the Gate premises and off site on location as required for Gate Performance tours.

The role is multi-disciplined, operating across stage, lighting and sound. The role will hold both full and support responsibility for daily activities, as delegated by the Technical Manager, and the below should be read as such.

The following are key areas of responsibility for the Deputy Technical Manager:

RESPONSIBILITIES

Technical – The role will have overall technical responsibility for up to three mainstage productions per year.

- Assist the Technical Manager and Head of Production in the planning and implementation of the Gate's programme including co-productions and community projects.
- Act as the Gate representative for technical matters during rehearsal and show runs as required.
- Liaise with members of the creative team to ascertain their production requirements on productions and to manage the implementation of these requirements.
- Assist the Technical Manager with the provision to creative teams/designers/visiting companies with relevant information i.e. ground plans, technical equipment available, lighting kit, sound kit, rig positions etc.
- Support the Technical Manager with the co-ordination of the technical requirements of projects.
- Assist the Technical Manager with the scheduling and overseeing of the fit-ups and get outs for all productions.
- Act as duty technician during performances as appropriate ensuring the smooth running of the show.
- Working with the Technical Manager, set and maintain the highest standards in the provision of technical support, information, facilities and professional courtesy to all of the Gate's stakeholders.
- Support the Technical Manager in planning and delivering the annual maintenance programme (all theatre spaces and equipment).
- Support the Technical Manager with managing the company's storage requirements and technical assets register; and supervise the management of the props and furniture stores (off site).



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People Management and Development

- Assist the Technical Manager with recruiting and engaging direct and freelance resources as required to ensure that all projects are adequately resourced to deliver within agreed parameters, in a timely, safe, and collaborative way.
- When required by the Technical Manager, line manage and lead the technical team operationally, and artistically.
- Actively contribute to a professional, motivated, and collaborative culture across the department.
- Liaise with internal departments to manage contracting and payroll matters when required within the department.

Financial Management

- Support the Technical Manager and work with the Head of Production to monitor all technical department budgets.
- Manage and reconcile the costs of the specific productions with the Technical Manager and Head of Production as required.
- Suggest company purchases of technical equipment that maintain creative flexibility on stage but also help to minimise weekly hire costs on productions.

Health, Safety and Risk Management

- Act as the Gate's Deputy Health and Safety point of contact for all technical team members and provide the Gate's Health and Safety Statement.
- Ensure standards of safety are maintained throughout the Technical Department and across all rehearsals, productions, events and projects, maintaining accurate records at all times.
- Ensure that all creative teams are familiar with the Gate Health and Safety protocols and work within backstage health and safety and fire regulations.
- When required, ensure that appropriate safety checks, record keeping and reporting are undertaken for all technical equipment used in performance spaces and tours, including Portable Appliance Testing (PAT).
- Support the Technical Manager in managing a proactive maintenance schedule for technical equipment in the performance spaces and carry out maintenance tasks as required.

Gate standards, policies and procedures

- Act as a diversity and inclusion Ambassador and foster a culture of inclusion within the Gate.
- Act as an Ambassador for the Gate Theatre at functions, opening nights and other networking opportunities.
- Ensure that all creative teams are aware of all practicalities and possibilities involved in staging a show at the Gate Theatre
- Work with all companies to ensure that their production attains desired standards.
- Maintain a working knowledge of current industry practices and an awareness of legislative requirements within the workspace.
- Other duties as required by the Technical Manager and or Head of Production to support the Gate production and technical strategy.



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Professional development and training are a core part of the job description and will be available at a number of different levels as follows:

- Internal informal training (delivered by members of staff).
- External training programmes (depending on skills development needs assessment)

Essential and Desirable Experience, Qualities and Skills

ESSENTIAL

- Demonstrable strong multi-disciplined experience across stage, lighting and sound.
- Demonstrable strong experience interpreting technical plans and diagrams.
- Hold relevant professional qualifications and training (Stage Pass etc.) including a good working knowledge of current Health and Safety legislation and regulations (SHWWA 2005, LOLER, Use of Work Equipment regulations etc.)
- Possess up to date knowledge of technical theatre and production (e.g., lighting, sound, video, rigging, set construction etc), or relevant and proven knowledge from equivalent fields.
- Excellent communications and interpersonal skills and a can-do positive attitude.
- Exceptional interpersonal skills and the ability to manage relationships with a diverse range of personalities and to communicate with people at all levels, both internally and externally.
- Ability to work well under pressure and juggle multiple tasks and projects at once, prioritising accordingly and working with multiple stakeholders.
- Highly organised with excellent attention to detail.
- Be self-motivated and display a high degree of initiative.
- A focus on collaborating with and supporting employees across the team at the Gate.

DESIRABLE

- Experience in a similar multi-skilled role within a professional producing theatre environment, either freelance or in-house.
- Experience and certification related to Health and Safety is an advantage.
- A working knowledge of drawing packages such as AutoCAD, Vectorworks, and Sketchup
- A working knowledge of various industry standard audio-visual applications.
- A working knowledge of Qlab.
- A working knowledge of ETC Eos.

Essential Personal attributes and Competencies:

Personal attributes

- Passion for, and knowledge of, Irish and international theatre.
- Results driven focused on delivering the production through collaboration.
- Highly organised with excellent administration and time management skills
- Conscientious, positive, punctual, and reliable.
- Proactive and self-motivated.



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Competencies

- Communication and Relationships – Strong working relationships improve collaboration and productivity while building and fostering an inclusive work environment within the Gate.
- Agility and Flexibility – Comfortable working within an evolving company which develops and grows from production to production.
- Attention to Detail – Strong attention to detail while delivering within deadlines.

This job description is a guide to the nature of the work required of the role; it is not an exhaustive list of duties. The role will be expected to be flexible and additional activities or areas of responsibility may be added at the Gate discretion.

TERMS & CONDITIONS

Working Days and Hours: The standard operational office hours are between: 8am and 6pm. The standard Theatre hours are between 5pm and 12.00 midnight. The role will operate across both timeframes on a net 40 working hour week. The role will involve working irregular and flexible hours to support the Gate team on a regular basis which is reflected in the remuneration package, no additional allowances or overtime apply. Sunday premium is built into the salary and no additional premium will apply where required to work on Sunday. The role will be required to work during open and dark periods within the Theatre schedule.

The standard working days for the role are 5 days over seven Monday to Sunday. The role will operate across two show schedules, Monday to Saturday and Tuesday to Sunday. It is noted that the role will be required to work weekends and public holidays to support the management and staff aligned with the prevailing show schedule which is reflected in the remuneration. Where required to work a public holiday alternative time off will be provided.

Salary: Deputy Technical Manager is banded at Manager level B.03 within the Gate Management Level Framework with a salary band of €40,000 to €45,000 per year.

Location: The Deputy Technical Manager role will operate on-site at the Gate premises and on tour as required.



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Application and Selection Process

The Gate is an equal opportunities employer and values diversity. We encourage applicants from different backgrounds and experience.

To apply for the **Deputy Technical Manager** opportunity, please submit your Curriculum Vitae with a single page supporting letter outlining how you meet the requirements of the role with examples of your experience.

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. 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.

Applications should be sent directly by email to HR@gate-theatre.ie referencing **Deputy Technical Manager**.

Closing date for receipt of applications is **Sunday 14th July 2024** (applications after 14th July will not be considered).

Interviews are expected to take place between 17th and 18th July 2024 at the Gate Theatre, Dublin 1.

The role will be advertised internally and externally via the Gate and Artistic Community media channels.

Candidates will be assessed based on their application, relevant experience and the interview process. The interview process will be competency-based related to the role requirements. If you are not available to attend in person, please advise in your application and we will endeavour to facilitate online should you be selected for interview.

As the Gate Theatre is a historic building access involves external steps and internal stairs, please include in your application email if you have any specific requirements should you be selected to attend an interview.

The intended start date for the role is 2nd September 2024.

If you wish to discuss the role or have any specific questions, please email John Crudden, Technical Manager, at john.crudden@gate-theatre.ie

Reminder for applications:

- **CV**
- **Supporting one page letter outlining your relevant experience**
- **Equal Opportunities Monitoring form**
- **Email to hr@gate-theatre.ie by closing date** (include any accessibility request, interview availability).

We appreciate your interest in this opportunity and the Gate Theatre.