

**Cavan County Council**

**Comhairle Contae an Chabháin**

# Candidate Information Booklet

**Assistant Technical Manager – Part-time**

**Town Hall Arts Centre**

(1 Year Specific Purpose Contract)

**Closing Time and Date: 5.00 pm Friday 18th November, 2022**

Cavan County Council is committed to a policy of equal opportunity.

**THE COMPETITION:**

The purpose of this recruitment campaign is to fill the position of Assistant Technical Manager – part time (Townhall Arts Centre) for Cavan County Council on a one year specific purpose contract basis.

**Position:**

Assistant Technical Manager is a key member of the team and is directly responsible to the Technical Manager, and ultimately to the Director. In consultation with the Technical Manager, the Assistant Technical Manager is responsible for the technical and staging requirements of all activities at Townhall Arts Centre and off site. All activities, work and roles operate in a spirit of internal and external co-operation, collaboration and communication.

**QUALIFICATIONS FOR THE POST:**

**Character:**

Each candidate must be of good character.

**Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council’s Occupational Medical advisor prior to appointment.

**Education, training, experience, etc**

Each candidate must, on the latest date for receipt of completed application forms:

1. have relevant qualifications/training as an Arts Technician, and
2. have a minimum of two years experience as a Technical Assistant of an arts venue or equivalent.
3. Have a good working knowledge of theatre.
4. Have a clean, Class B driving licence and access to their own vehicle.

**DETAILS AND PARTICULARS:**

**Main responsibilities:**

The principle duties and responsibilities will be to perform such duties appropriate to the grade of Assistant Technical Manager that may be assigned:

**Key responsibilities:**

* Assisting the Technical Manager and Director on the planning and implementation of Townhall Arts Centre performance programme and co-productions.
* Liaising with incoming companies and artists with regards to detailed technical requirements on site and off site as appropriate and implementation of the same.
* To be present and to provide technical support as required during the get-in, installation, presentation and get-outs of all shows and exhibitions requiring the use of technical resources.
* Supervision of incoming and in-house crews during use of any and all, of the centres spaces.
* To support effective communication across the Venues Management Team completing any reports and implementing plans as required by the Director.
* Setting and maintenance of the highest standards in the provision of technical support, information, facilities and professional courtesy to clients.
* Manage the cleaning, service and repair of technical equipment, backstage and storage areas at the Townhall Arts Space as well as providing preventive maintenance and improvement measures for the same.
* To prepare, test and install materials and venue equipment as required by the Artistic Programme for Visual Arts Installations and individual events.
* Provide technical support and assistance to the studio artists and at off-site locations as required by the Artistic Programme.
* Manage rental/loan agreements of technical equipment and related rosters as required.
* Relevant experience or a willingness to undertake training to provide technical training to artists and groups as required.

* Re-configuring rigging and seating systems as required by the Artistic Programme.
* Through attendance of staff and other relevant meetings, s/he will make a creative contribution to the workings and programme at Townhall Arts Centre.
* To ensure the health and safety requirements are adhered to the highest standards.
* Any other duties that may be required in relation to the technical programme at Townhall, Cavan.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours and weekends. Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

## Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

## Salary

The present hourly rate is €16.99 per hour. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

## Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 10 hour week. The Council reserves the right to alter the hours of work from time to time.

## Garda Vetting/Child Protection

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a consent form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

## Annual Leave

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Pension:**

The Local Government Superannuation Scheme applies.

## Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

**Communications:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

## Stage 1: Closing Date for Submission of Application Form

* Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than 5.00 pm on Friday 18th November, 2022.
* Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.

* Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

* If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

## Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

## Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**Competency Framework & Requirements:**

A Requirement and Competency Framework has been developed for the position of Assistant Technical Manager. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

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| **Requirements:** |  |
| **Knowledge, Experience and Skills** | * Understanding of the role of Asst. Technical Manager.      * Relevant technical experience/knowledge base and design related software.      * Excellence in managing complex stakeholder relationships, working with-disciplinary teams and inter-agency work.      * Experience of working as part of a team.      * Knowledge and experience of operating ICT systems. |
| **Competencies:** |  |
|  | * Understand and implement change and demonstrate flexibility and openness to change. * Develop and maintain positive, productive and beneficial working relationships. |
| **Delivering Results** | * Implement high quality service and customer care standards. * Make decisions in a timely and well-informed manner. |
| **Communicating**  **Effectively** | • Have effective written and verbal skills |
| **Personal Effectiveness** | * Take initiative and be open to taking on new challenges or responsibilities. * Manage time and workload effectively. * Maintain a positive, constructive, and enthusiastic attitude to their role. |

**ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

* An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

* Information provided by a candidate in their application form will be used for the purpose of the Arts and Health Manager Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

* **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May

2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

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|  | **Note - Canvassing:**  **Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate’s favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.** |

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.