

DANCE LIMERICK

Production Manager

Part-time

Job specification and
application process

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Job specification

Dance Limerick is seeking a highly motivated individual to join one of Ireland's leading dance centres and performance spaces. As Production Manager, you will manage the logistical and technical production of a diverse calendar of events, ensuring the smooth delivery of dance performances, residencies, festivals, and other activities. This is a hands-on and key role in the organisation and offers opportunities to work on a wide variety of innovative dance projects and engage with talented artists in an exciting and unique performance environment. The role offers the flexibility of a part-time schedule and adaptable hours.

You will work closely with the Dance Limerick team and be a key point of contact for visiting artists, dance companies, and other venue users. Supporting and developing the organisation's infrastructure you will collaborate with the Company and Operations Manager, and ultimately report to the Director. A passion for the arts and familiarity with the unique demands and opportunities of live performance is essential. The Production Manager will also serve as the designated Health and Safety Officer, actively developing policies and staying current with relevant legislation to ensure the centre's safe and effective operation.

Dance Limerick is a collaborative, transparent work environment where ideas are welcomed, feedback is valued and innovation is encouraged. This is an exciting opportunity for someone wishing to advance their career in one of Ireland's foremost dance centres.

About Dance Limerick

Dance Limerick is committed to the development & celebration of dance throughout the Mid-West region, nationally and internationally. We empower artists & communities to be curious, creative and to connect with one other and the world around us through dance.

We support artists in their professional development and throughout their practice, enabling opportunities for performance, collaboration and career development. Our passion for dance reaches into our local community, providing a wide range of opportunities for individuals of all ages to participate in and experience the value of dance. These commitments are available throughout a wide range of initiatives that include world-class performances, festivals, residencies, workshops, classes, and dance-based activities for people at all life stages.

As custodians of one of Limerick's key historical sites St, John's Church Performance space and offices, Dance Limerick plays a key role in the cultural life of the city & region. We are committed to ensuring that its superb performance & rehearsal facilities provide artists & audiences with the opportunity to develop & experience dance within a world class setting.

Job title

Production Manager

Responsibilities

Production and technical management

- Implementation of Dance Limerick's programme of events including performances, festivals, productions, residencies and venue hires.
- Technical liaison and support for visiting companies and artists.
- Be the main point of contact for both the venue and external production teams ensuring smooth delivery of events.
- Ensure compliance with health and safety and fire regulations.
- Co-ordinate production schedules of Dance Limerick projects and oversee the recruitment of additional support staff as required.
- Schedule and implement the fit-ups and get outs for all Dance Limerick events.
- Act as duty technician when required, ensuring the smooth running of performances and providing basic lighting/sound/AV for incoming companies, when necessary.
- Maintain a working knowledge of current industry practices and relevant legislative requirements within the work space.
- Collaborate with Dance Limerick colleagues to ascertain their production requirements for internal events.

Equipment

- Oversee the upkeep of all equipment issuing maintenance contracts for large items as needed, including pat testing of electrics, and accurate records and inventory.
- Ensure the effective operation and setup of key lighting and sound technologies, implementing effective cabling and maintaining these on an ongoing basis.
- Stay informed on current industry practices and demonstrate a willingness to train and upskill as needed.

Venue

- Advise on building improvements, equipment purchases, and technical upgrades, ensuring the venue stays up-to-date and meets operational needs.
- Support the upkeep of production and performance areas, ensuring they are organised and equipped with essential tools and supplies.
- Implement environmentally friendly practices, such as reducing energy consumption in line with Dance Limerick's sustainability policy.
- Engage in venue security in consultation with the Director, ensuring best practice and protocols are in place.

Person specification

We are seeking individuals with:

- Minimum 3 years' relevant experience working in production and/or technical management as a freelancer, with a company, production house or venue.
- Excellent understanding of production and technical requirements for live performances.
- Excellent organisational and project management skills, with the ability to create and oversee production timelines, and ensure that events run smoothly.
- Experience operating sound and lighting equipment for live performance.
- Open, honest, and reliable communicator, able to maintain clear communication across all work areas and with visiting artists, production teams, and other space users.
- Strong team player collaborating effectively with colleagues, external technicians, and artists, while also capable of working independently when required.
- Self-motivated and proactive, demonstrating a high degree of initiative, attention to detail and the ability to anticipate and solve problems.
- High level of accuracy in managing technical setups, safety procedures, and production schedules.

- Organised and efficient, with exceptional time management skills and the ability to prioritise tasks effectively in fast-paced, high-pressure environments.
- Strong understanding of health and safety protocols in a technical theatre context, including risk assessments and fire regulations.
- Adaptable, flexible and collaborative in problem-solving and trouble shooting.

Terms and conditions of employment

Salary: €35,000-€41,000 range per annum, pro-rata, commensurate with skills and experience

Working hours: The position is based on a pro rata schedule of 40 hours per week. You will work three days a week, with flexible scheduling available from Monday to Friday. Please note that some evenings and weekends will be required. A Time Off In Lieu (TOIL) system is in place.

Contract: Initial 2-year contract with a 6-month probation period from the start of contract.

Location: Based at Dance Limerick 1 & 2 John's Square Limerick.

Reporting to: Working with Company and Operations Manager and team and reporting to the Director.

Holiday: 21 days annual leave pro rata in addition to statutory and public holidays. Additional Good Friday and Christmas holidays allocated at the discretion of the company.

Professional Development: We are committed to supporting the growth of our team and offer opportunities for professional development and training. This role includes access to relevant workshops, courses, and mentorship to help enhance your skills and advance your career.

How to apply

Applicants are invited to submit the following documents by **Friday 1st November at 12 Noon** to Mary Wycherley, Director of Dance Limerick mary@dancelimerick.ie. Please use the subject title: "Production Manager".

- A CV outlining relevant experience No more than 2 pages
- A letter of motivation, outlining how you meet the person specification and detailing the qualities and experiences you will bring to the role. No more than two pages.

Please indicate a **minimum of 2 referees in your CV**. Only the referees of shortlisted applicants will be contacted, and shortlisted applicants will be notified in advance.

Selection Process

Shortlisting for interview will take place on the basis of the information supplied in the application and based on the following criteria:

- Experience related to the job description and evidence of ability and ambition to develop a career in this role at Dance Limerick.
- Demonstration of aptitude for quality, skills and attributes listed above.

An interview panel will meet the shortlisted candidates for **interview during the week of 11th November** in-person in Limerick. Date to be confirmed.

Key Dates

Application Deadline: Friday 1st November, 12:00 PM

Interviews: In-person, week of 11th November (exact date TBC)

Start Date: December 2024 (With some flexibility for the right candidate)

Dance Limerick is committed to equality, diversity and inclusion across all aspects of our work. We encourage applications from all sections of the community, particularly those underrepresented in our sector. Dance Limerick is a family friendly employer.

If you are ready to take the next step in your career journey and join our dedicated team dedicated we invite you to explore this exciting opportunity. If you need further assistance or advice about this opportunity, please contact the Director Mary Wycherley for an in-confidence conversation: mary@dancelimerick.ie