

ARTISTS' TECHNICAL SUPPORT WORKER

This new position is to support the creative practice of artists working at the Leitrim Sculpture Centre, LSC.

LSC is an international resource for advancing the practice and knowledge of visual art making and its collaborative engagement with the ecologies of landscape, place and the rural. Functioning as a testing-ground for creativity and innovation LSC supports experimentation in the material production, design and display of compelling and challenging new work whilst facilitating the creative advancement of the artist and art-form.

This new position will provide artists with standard technical support in Exhibition Installation & Display; Mouldmaking, Foundry & Metal Casting, Metalwork & Welding, Hot Glass, Ceramics, Woodwork, Printmaking, Stonework, General fabrication and construction.

The person will provide flexible supports across the full range of technical areas including the gallery as part of a small and dedicated team of professionals. Relevant training will be provided by the Centre where appropriate.

CANDIDATE REQUIREMENTS

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- Third level qualification in the visual arts, or related area, or 3 years experience in workshop and/or engineering work and/or working in arts production.
- Good understanding and knowledge of a broad range of technical and material processes used within the Centre and across the visual arts.
- Flexibility and ability to move from one process to another.
- Excellent communication skills and ability to work as part of a team.
- The appointee would be the main key holder for the Centre and so living in or reasonably near the town would be necessary.
- Full driving license and vehicle is required.

Desirable

- Patience, flexibility and an ability to respond to the creative process.
- Demonstrable experience/interest in one or more areas of the visual arts.
- Basic computer skills in MS Word and email use.

TO APPLY

Send a CV and covering letter (max 3 pages) outlining how you meet each of the candidate requirement. Send by email only to: apply@leitrimsculpturecentre.ie

Application deadline - 23rd March, 5pm

For the full Job Description and General Terms go to: www.leitrimsculpturecentre.ie

GENERAL TERMS

The position is for a fixed term period of 3 years. The LSC reserves the right to terminate the position in the event of the withdrawal of Arts Council or other relevant income. The position may be offered on a full-time, part-time or job share basis, subject to the discretion of LSC.

Shortlisting of candidates may apply and the LSC maintains the right not to make an appointment. A panel of applicants may be formed. Probationary period of 6 months will apply to both parties with a notice period of two weeks.

Remuneration:

Gross - €25,000 in year 1, €26,000 year 2 and €27,000 year 3.
Subject to satisfactory performance and funding income.

Working Week: 30 hours per week.

The employee will be required to be flexible in their working week, but generally it will be Tuesday - Friday. 7.5hrs per day, 9.30am – 5pm, but they will also be required to work frequent weekend days (and part-days) when there are artists working in the Centre needing support, for meetings, trainings, during workshops and for special events taking place, with equivalent time off in lieu.

Annual Leave

Statutory 20 days per annum, plus public holidays and an additional two calendar weeks at Christmas when the Centre is closed.

Training: Appropriate training will be provided for this position.

JOB TITLE:	JOB DESCRIPTION ARTISTS' TECHNICAL SUPPORT WORKER
Reporting to:	CEO (Artistic Director) and Operations Manager (Resource and Facilities)
MAIN PURPOSE	The main purpose of the appointment will be to: Facilitate and support artists' material and technical requirements at the Centre. Operate all restricted plant and equipment. Oversee and conduct the technical installation of work in the gallery. Implement the Health and Safety policy of the Centre. Communicate with artists and staff about work planned and in process. Maintain and organise the organisations facilities and resources: space and equipment for artistic use. Maintain and conduct relevant day to day repairs of the buildings. Manage, from time to time, part-time staff and those assisting the above work. Keep digital records and files on all aspects of artistic use and resource maintenance at the Centre.
MAIN TASKS	
ARTISTS' TECHNICAL SUPPORT	Provide day-to-day technical and practical support for all artists in relation to their working environment, safety, and their material, technical and artistic needs whilst working with the Centre.
	Provide standard technical support in all areas including: Exhibition Installation & Display; Mouldmaking, Foundry & Metal Casting, Metalwork & Welding, Hot Glass, Ceramics, Woodwork, Printmaking, Stonework, General fabrication and construction. Provide the following supports in these areas.
	Ensure in advance that suitable workspace, tools and equipment (that are practical, efficient and safe) are provided for artists doing workshops and other artistic projects with the Centre.
	Ensure all users sign the H&S Agreement and comply with LSC safety guidelines when using LSC space, tools and equipment.
	Communicate with artists and relevant LSC staff concerning artists' technical and/or artistic needs and source, and work with third party specialists or in-depth technical support when appropriate.
	Provide advice and practical help and support to artists regarding the material processes they are using in creating art works. Stay up to date with best practice in all areas.
	Be the main operative for all restricted machinery, equipment and tools during and prior to the use of this equipment. e.g. large plant and machinery such as glass and ceramic kilns, wood machinery, foundry facilities, welding and metalwork, etc.
	Oversee and carry out the technical installation of all exhibitions, events and where appropriate any off-site work. Work with artists and the Artistic Director of the Centre towards this end.
	Maintain and operate all digital exhibition equipment and keep up-to-date with technological advances for displaying artwork.
	Work, when required, all daytime, evening and weekend workshops or events to offer technical and safety support.
	Manage additional artists' supports provided by part-time staff, volunteers and those on community employment schemes.
	Oversee the implementation of safety procedures on the shop floor including the

	processing of safety documents and the safety log.
ARTISTS RESOURCE SUPPORT	Check the physical structure of all artists' facilities at the Centre, advise the Operations Manager of repairs or other H&S work required to protect the facility, staff, users and visitors to the centre.
	Conduct safety checks and keep a maintenance log on all plant, equipment and tools used by artists at the Centre. Stay up-to-date with new technologies with regards this equipment so that LSC can continue to provide modern facilities.
	Oversee and assist all repairs and general maintenance of the work spaces and buildings.
	Ensure that all tools and equipment provided for artists by the Centre are maintained in a safe condition. Carry out PAT testing regularly.
	Restore and clean all workshop spaces immediately after being used, securing equipment and materials. Dispose of waste in an environmentally safe manner.
	Clean Gallery and prepare walls before and after exhibitions and assist when required in the installation of work.
	Undertake a regular stocktaking of equipment and materials.
	Ensure that all tools and equipment used in connection with the workshop activities are stored safely and securely.
	Assist with the movement of artists' materials and equipment in and outside the Centre.

HEALTH AND SAFETY TEAM	Instruct staff, users and visitors in the Health and Safety rules and practices to be observed when appropriate.
	Take immediate and appropriate action to correct behaviour or situations presenting an immediate and real risk to Health and Safety.
	Assist the Operations Manager, Health and Safety Officer and CEO to review the safety statement and procedures annually.
	Protect all staff, users and visitors to the non-office areas of the centre by ensuring they are maintained in accordance with good Health and Safety practice.
	Check that tools and equipment brought onto the premises by artists are safe. Advise artists of any defects in equipment used.
	Ensure that all artists and personnel wear appropriate protective wear/ equipment.
	Maintain records of servicing of equipment and compliance checks.
	Report all Health and Safety incidents and action taken/required to the Safety Officer.
	Advise the Health and Safety Officer of emerging Health and Safety issues.
	Advise the Operations Manager on the purchase of new plant, equipment and tools.
SECURITY	Be the main keyholder for the Centre and ensure that the workshop facilities are secure at all times and alarms are in order.
	Advise the Operations Manager as to security needs.
THE TEAM AND THE PUBLIC	<p>Ensure arrangements are in place to cover employee's duties when staff are away from the Centre.</p> <p>Temporarily cover the work of other staff during absence or sickness as reasonably requested.</p> <p>Assist in organising meetings and events as reasonably requested.</p> <p>Act in a manner conducive to establishing and maintaining good relations with Centre stakeholders.</p> <p>Work in a manner that is sensitive and responsive to the needs of artists, the creative process and those visiting the Centre.</p>