

OVERVIEW

The Ark is a dedicated cultural centre for children. We opened in 1995, three years after the Irish government ratified the UN Convention on the Rights of The Child (UNCRC), recognising the rights of children to “participate freely in cultural life and the arts”. The Ark was founded on the principle that children are entitled to great art made especially for them.

Our purpose is to realise children’s right to art and culture with ambition and joy. We do so by commissioning, producing and presenting fun and ambitious art for, by, and about children from birth to twelve. Our work is also our advocacy.

We share the work of brilliant and daring Irish and international artists in our award-winning, purpose-designed home in the heart of Dublin’s Temple Bar, as well as in-person and online in schools, in libraries, in early years and care settings around Ireland. We seek to engage children in the places and spaces and on the platforms that are meaningful to them. We often work in partnership with others as artistic collaborators or to advance the diversity and inclusivity of our engagement with children.

Child participation is at the heart of our practice. We work closely with our Children’s Council and have a robust model of child participation embedded across all of our programmes. Consultation with children actively, comprehensively informs all our decision-making.

As firm advocates of children’s right to art and culture and as leaders in participatory practice, we regularly share our resources and knowledge with artists, educators and all those interested in child-centred arts practice. We also curate specific professional development opportunities for teachers and artists, and work with other like-minded organisations to advance children’s rights to art and culture as part of their learning and development.

In April 2024 we will publish *The Ark Strategy 2024-2028* which sets out our ambition to be a thriving, inclusive, sustainable, climate-friendly organisation, recognised for the integrity, influence and impact of our work in realising children’s right to art and culture.

Building on our leading, rights-based, child participation practice we will innovate to further engage children as co-creators in the artistic process. Together, through ongoing collaboration with diverse artists we will create playful, experimental art for today and imagine the art of the future.

To mark our 30th anniversary in 2025, we broaden our audience for children from birth to 12, establishing an equitable and profound early years practice to include babies in our programming for the first time.

We will continue to be a vocal champion of the arts and of artists and a trusted advocate for children, working closely with them and on their behalf, to ensure their right to art and culture is meaningfully realised in both policy and practice.

With these commitments and by living our values: dreaming big, thinking ahead, opening hearts and minds, showing kindness and care, and, of course, having fun, The Ark will remain at the heart of artistic life for children in Ireland.

THE ROLE

Due to an upcoming sabbatical, we have a unique seven-month fixed-term role on The Ark’s production team. This is a fantastic opportunity for an individual with experience of technical theatre or visual

art installation to gain experience and insight working with an established and ambitious multi-disciplinary arts organisation.

The Venue & Production Assistant will provide production support to all of The Ark's artistic programmes in our building and offsite, as well as playing an important role in the ongoing upkeep of our home in Temple Bar. The role is a hands-on, multi-skilled, multi-faceted position where no two days are the same!

This is a fixed-term role providing support while an existing staff member is on a seven-month sabbatical. You will be joining the organisation for a busy 2024 programme which includes in-house and international theatre productions, a major summer visual art exhibition, along with an extensive programme of workshops and other activities for children with their schools or families.

Reporting

Reports to the Production Manager.

Key Relationships: Director, General Manager, Creative Arts Manager, Engagement & Participation team, and Visitor Services Team.

KEY DUTIES AND RESPONSIBILITIES:

- Provide support to The Ark's artistic programme and other in-house events as well as external/ touring projects when required.
- Support and facilitate the work of both internal and external programme and project staff to ensure the effective delivery of all programmes.
- Work to deadlines and schedules as directed by the Production Manager.
- Assist and support scheduled events presented by Dublin City Council Event Office / and or others on The Ark's stage to Meeting House Square.
- Performing basic repairs and maintenance tasks as required.
- Implementing the centre's Health & Safety policies and procedures to create a safe working environment for everyone.
- Assist the Production Manager in the overall security of the building, ensuring the centre is secure and safe during operational hours.
- Administering the centre's CCTV system.
- Register as a keyholder and be a point of contact in an emergency callout situation.
- Work with and monitor The Ark's maintenance providers in the on-going upkeep of the building.
- Maintain and carry out preventative maintenance on The Ark's technical equipment.

PERSON SPECIFICATION:

Knowledge and Experience:

- Applicants should have broad experience of all aspects of technical theatre e.g. lighting, sound, technical stage work.
- Experience in visual arts, art handling and installation is desirable.
- A good understanding of basic tools of work such as power tools (screw guns, jigsaws, staple guns, soldering irons, leveling tools) is desirable.
- Ability to work at height under supervision.
- Knowledge and good understanding of best practice in current Health & Safety Legislation which are theatre industry / arts centre relevant.
- A good working understanding of Risk Assessments and risk evaluation.

Skills:

- Ability to think strategically and problem-solve effectively and responsively.
- Strong verbal communication skills.
- Fluent English is essential to this role.
- Excellent IT skills, with a high level of proficiency in MS Office. Experience of QLab would be an advantage.

Personal Attributes

- Positive, energetic and committed to the ethos, values and ambition of The Ark.
- Proactive ability to multi-task, prioritise competing demands and meet deadlines.
- Approachable, a good communicator who credibly represents their role internally and externally.
- Someone who takes ownership and responsibility and works well in a small team.

TERMS

Salary

€35,000 per annum

Contract

The role is based at The Ark's venue in Dublin. This is a fixed term contract due to end with the return of the staff member on leave at the start of January 2025. There is a 3-month probationary period.

Holidays

There is a holiday entitlement of 20 days per annum (pro rata), in addition to public holidays. There are also 5 company holidays allocated by the organisation – generally at Christmas.

Working Hours

This is a full-time role [35 hours week excluding lunch] with shifts based on a five-day week working from a rota covering Monday-Sunday so regular weekend work is required. Occasional evening work may be required.

Time off in lieu will be given for any authorised overtime as per company policy - see staff handbook.

HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items:

1. **A CV** highlighting your relevant experience for this role.
2. **A covering letter** outlining your experience and reason for applying for the role.

Please send your application by email only to Al Russell, General Manager, al@ark.ie with the subject line 'Venue & Production Assistant'. **The closing date for applications is Monday 22 April 2024 at 12pm.** Late applications will not be accepted.

Please note that successful candidates will be required to provide proof of identity and complete our Garda vetting process.

All applications will be treated in the strictest confidence. The Ark is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Ark's Equality, Diversity &

Inclusion Policy can be found [here](#)

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview at The Ark, 11a Eustace Street, Temple Bar, Dublin 2.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.