

Job Title	AV and Technical Production Supervisor
Post Type	Full Time
Reports To	Student Centre Manager
Closing Date	September 10th 2024 5pm

All applications to be emailed to recruitment.sportandfitness@ucd.ie with an appropriate cover letter

Position Summary

UCD Campus Sport and Leisure Limited is seeking to recruit an AV and Technical Production Supervisor to oversee the technical needs of the venues and facilities operated by the company.

The venues include a Conference Centre, Theatre and Cinema alongside a suite of other conference and sporting facilities including indoor and outdoor stadia. Within the facility a Television and signage system must be maintained and a number of gym and dance studios are also managed. The creation of video content and training is also a key part of the role. It is expected the successful candidate will support the production of marketing material for the company and lead AV training for other technicians and the FOH reception team

The opening hours for the complex extend from 05:45 - 23:00, staff are expected to be available for a flexible shift and work pattern including late night and early morning work outside of normal opening hours. Annualised hours may be an option for this role where an increased “term time” workload may be offset by a reduced “summer” workload.

Principal Duties and Responsibilities

Technical Event Supervision

- Lead provider of technical support, including stage, light, sound and special effects for all events ranging from conferring and to musical productions taking place in the complex or at other locations as required.
- Liaise with all clients and students running events within the facilities and assist in the planning of resourcing in line with requirements.
- Preparation of plans for events including relevant electrical and rigging calculations.
- Liaise with Student Centre Manager and other staff members to ensure all events and clients are catered for.
- Deputise for Student Centre Manager on the provision of technical support including stage lighting, sound and staging for all events in the facilities.
- Agree a work plan with the Student Centre Manager to ensure all tasks within the scope of the technical team are delivered.
- Supervise the work of other part time technical staff

Maintenance and Documentation

- Monitor and ensure maintenance of equipment is planned, budgeted and completed within legal and manufacturer guidelines.
- Ability to identify equipment necessary for professional production.
- Knowledge of a range of industry suppliers.
- Prepare documentation such as standard operating procedures, maintenance checks and emergency plans in line with business requirements.

- Plan equipment usage, borrowing and hire schedules etc. including the purchasing of new consumable parts. Maintain and operate the TV and Signage system throughout the complex
- Maintain, operate and train others to operate PA and other event systems in the sport facilities managed by UCDCSL including the UCD Bowl, National Hockey Stadium Sports Halls, gym, pitches running track and Studios
- Maintain and train others to operate the radio comms system used in the facility.
- Operate and troubleshoot issues on AV Equipment in the meeting rooms
- Supervise, risk assess and maintain equipment used in the Dramsoc Theatre and maintain an active working relationship with the Student community therein.
- Oversee the operations of UCD Cinema equipment including maintenance schedules for equipment and programming of film schedules. Downloading storage and operation of Cinema facility.

Training and Mentorship

- Develop and implement technical training schedules for the in-house technical team, Duty Managers, Clubs and Societies on relevant systems and technical equipment.
- Ensures that all part-time Technical team employees attend all necessary mandatory training.
- Mentor and support technical committee members from Dramsoc and MusicalSoc in advancing their working knowledge and operation of AV equipment on site.
- Work with clients and students to develop a good safety culture including development of training and documentation where necessary.
- Work with the Student Centre Manager and other relevant departments to ensure that the technical team is adequately trained in all tasks.

Content Creation

- Record and edit video, picture and other content using cameras, recording equipment and drones owned by the company.
- Plan recording and shooting operations

General

- Operate within the company's data protection and child protection policies.
- To work in partnership with the events team, duty managers and all other teams in the business.
- Working week is Monday – Friday, typical work week of 39 hours with 10-14 weekends required annually.
- Other duties as required by your line manager

Selection Criteria

Mandatory

- Demonstrable knowledge of IT and AV equipment
- Demonstrable knowledge of technical stage equipment (Lighting and sound)
- Working knowledge of power supply.
- AIST Stagepass qualification or equivalent and knowledge of the Health & Safety standard guidelines.
- Occupational first aid or similar certificate.
- Manual handling cert and/or experience.

- Proficient computer skills including Microsoft Office (Word, PowerPoint & Excel)
- Ability to edit video and images – Ideally using Adobe Creative Cloud or similar.
- High levels of empathy.
- Attention to detail
- Out-going personality and self-motivated and flexible
- Excellent interpersonal and team building skills

Desirable

- Previous experience in a similar position.
- Qualification in Technical Theatre/Stage Management/Rigging or equivalent training/experience.
- Ability to communicate to a diverse customer range in a friendly and professional manner.
- IAA Drone licence.
- Effective verbal, written and organisational skills including time management
- Working at heights training – IPAF or similar.
- Familiarity with the following systems or similar
- Exterity Digital Signage
- Kramer Digital Control
- UniqueX Theatre Management and Scheduling System
- AccessCollins
- Soundtrack Your Brand
- Veezi by Vista
- PolyX50
- Zoom Rooms
- Avolites Lighting Equipment
- Familiarity with Robe and Martin Fixtures
- Legend Operating system

Further Information for Candidates

Informal Enquiries

Name:	Robert Mullee
Title:	Student Centre Manager
Email address:	Robert.Mullee@ucd.ie
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About the Company

UCD Campus Sport and Leisure Limited is a wholly owned subsidiary company of University College Dublin, National University of Ireland, Dublin. Trading as UCD Sport & Fitness, the company operates the UCD Student Centre(s) and UCD Sport and Fitness on the UCD Campus in Belfield. The Student Centre(s) are purpose built student facilities consisting of a 50 Metre Olympic Pool, Gymnasium, Meeting Rooms, Cinema, Debating Chamber, Theatre, Health Centre, Student Bar, Pharmacy, Large Event Hall, Cafes, Newsagent and numerous meeting rooms. The company is primarily focussed on the student market whilst maintaining a strong commercial element. For further information please see the links below:

<http://www.ucd.ie/studentcentre/>

<http://www.ucd.ie/sportandfitness/>