

JOB DESCRIPTION: Building, Infrastructure & Sculpture Workshop Manager

EMPLOYER: Fire Station Artists' Studios Ltd.

PLACE OF WORK: 9-11 Lower Buckingham St Lower, Dublin 1

REPORTING TO: Director

SALARY: €29,562.00 payable in arrears

HOURS: 28 hours per week, with 3.5 days per week to be agreed with the Director.

Background to the position

Located in north-east inner city Dublin, Fire Station Artists' Studios was established as a non-profit arts organisation in 1993 to provide support for professional visual artists.

Fire Station Artists' Studios (FSAS) provides subsidised combined living and working studios for Irish and international artists, large scale sculpture workshop facilities and training opportunities for artists. Fire Station Artists' Studios training programme has expanded to include digital and film training and we continue to host technical training and master classes which incorporate critical reflection. Facilities at Fire Station also include a Sculpture Workshop, a Digital Media Centre and administrative office.

The Role

The Buildings, Infrastructure and Workshop Manager is a key role of the Fire Station Artists' Studios team and operation. Combining building maintenance with sculpture workshop management, this role is critical to the care of an historic building and to the dynamism of the workshop and day studios.

Thus there are 2 elements: 1) care and maintenance as well as technical troubleshooting for the building and yard including infrastructure, health & safety compliance and upgrading, and careful planning around maintenance. 2) care and maintenance of the sculpture workshop, management of the bookings and space allocations, advice to artists in materials matters and technical support. Communication is an essential part of this position, requiring regular contact with staff, resident artists, workshop hires, contractors and general enquiries. The successful candidate will report to the Director and will work closely with the Office Manager/Administrator and team.

Key responsibilities:

Building & Infrastructure Management and Maintenance:

- Overseeing compliance with Health & Safety standards regarding the accommodation and workshop areas, with emphasis on regulation knowledge and scheduling
- Management of all buildings & infrastructure within Fire Station Artists' Studios, including the accommodation and common areas sculpture workshop, artists' studios, common outdoor areas and yard.
- General maintenance of all buildings including ongoing handy/DIY work as needed within workshop, residential studios and buildings.
- Fire alarm maintenance and performance monitoring
- Planning and managing all major works required in the buildings and liaising with all contractors as needed, including plumber, electrician etc.
- Carrying out weekly checks of the buildings at Fire Station Artists' Studios and all common spaces, to ensure all spaces, equipment and services are in good working order.

Sculpture Workshop Management and Maintenance:

- To oversee the day-to-day running of the Sculpture Workshop, Engine Room and facilities.
- Implementation of health and safety policy which involves safe working practices – this role will also hold the responsibility of Health & Safety Officer.
- Providing technical support to artists using facilities in the Sculpture workshop, Engine Room, metal and wood areas.
- Maintenance of Sculpture workshop and associated areas including general cleaning, maintaining of supplies, ensuring maintenance of tools and equipment, resources, canteen and workshop washroom facilities. (See www.firestation.ie/facilities for further details. Please note we also employ cleaning staff.)
- Managing the scheduling of artists bookings in the workspaces, lay-out of workspaces and transitions between bookings
- Managing the scheduling of artists booking firings in the kilns, operate kilns and report on moneys due to Office Manager/Administrator
- Working with administration office to follow our rental and booking system

Other:

- To report on any issues, damage or grievances in the Sculpture Workshop, Engine Room and facilities to the Director.
- To liaise with the Office Manager and Director on areas for development regularly
- To provide short reports for the Board of FSAS, as requested by the Director
- To provide an outline of future activity and budget associated for both Building Management and for Sculpture workshop and day studios for the purposes of grant applications and submission
- To identify and organise 3-4 professional development courses per year aimed at developing the Sculpture realm and delivered by external contractors, as part of the Skills programme

RESOURCES:

The Building, Infrastructure & Sculpture Workshop Manager will have use of all equipment in the Fire Station Artists' Studios Sculpture Workshop, the workshop office & equipment and computer software.

Notice period: Four weeks' notice period

Salary: Fortnightly remuneration, and subject to statutory deductions.

Sick leave: Basic sick leave is paid. Anything beyond this is in discussion and in line with statutory entitlement.

Personal attributes and experience:

- Excellent communication skills
- General proficiency on Microsoft Office, including Outlook, including email rentals, kiln hire and general building management. Knowledge of Project management skills and systems is desirable
- Proven management experience, especially with booking systems
- Proven experience of building or facilities management including hands-on repairs and liaising with contractors

- Proven experience and qualification for working with equipment at FSAS, including kilns, and an ability to learn to operate specific tools and equipment (See www.firestation.ie/facilities for list of equipment)
- Proven understanding of Health and Safety requirements in a residential and working environment
- Experience working with artists is highly desirable
- Ability to problem solve, both in terms of infrastructure and artistic requirements
- Ability to work on own initiative
- Good team player - all staff at FSAS work closely together in a small team
- Reliability and flexibility is essential
- Willingness to learn new skills e.g. operating a new piece of equipment
- Experience working with course providers and knowledge of the Arts field is desirable
- Flexibility is desirable

For further information and job description, please contact artadmin@firestation.ie
Submission including a cover letter and CV should be by PDF and email alone. No hard copy.
Late applicants will not be considered.