

## **Recruitment of a Building & Technical Support Officer (part-time)**

<b>Job Title:</b>	<b>Building &amp; Technical Support Officer</b>
<b>Location:</b>	9-12 Lower Buckingham Street, Dublin 1
<b>Terms:</b>	Permanent
<b>Conditions:</b>	€35,000 p.a. pro rata
<b>Hours:</b>	2.5 days per week
<b>Start Date:</b>	April 2023

An opportunity has arisen to work with the FSAS team on its programme and delivery of service as **Building Maintenance & Technical Support Officer**. The successful applicant will work as part of a small team that is committed to the provision of live / workspaces, sculpture, digital media, and curatorial resources to Visual Artists in Ireland, based in an old building in the heart of Dublin. This opportunity will suit a candidate who is looking for part-time work for 2.5 days per week, in Dublin 1.

### **FIRE STATION ARTISTS' STUDIOS**

Located in a re-purposed Fire Station in Lower Buckingham Street, Dublin 1, Fire Station has provided support for Ireland's visual artists for 30 years. FSAS is one of the key resource organisations funded by the Arts Council of Ireland, located in a landmark Dublin City Council inner city building. The FSAS mission is to enable contemporary visual artists with recognised potential to sustain a practice of quality and integrity.

FSAS achieves this through providing affordable residential and studio spaces, practical and evolving resources, professional advice & expertise, and development with a local, national and international remit. The dedicated, mutually supportive and flexible small team at FSAS aims to achieve excellence in what it provides and is constantly developing new and innovative way of delivering the organisation's mission.

Further information can be found on [FSAS website](#).

### **Purpose of role**

The **Building Maintenance & Technical Support Officer** is responsible for maintaining the essential running of the old building and the artists' apartments, specifically concerning day to day care and attention, as well as supporting the Sculpture Workshop Manager in maintaining the workshop areas. Clear review and performance targets will be set with the Director and Workshop Manager.

The **Building Maintenance & Technical Support Officer** will report to the Director of FSAS and the Workshop Manager and will work within a small, close-knit team, based in the FSAS office in Lower Buckingham Street, Dublin 1.

### **Job Description**

- To inspect and troubleshoot basic maintenance requirements on the site at least weekly, ensuring up to date evaluation of the fabric of the premises, becoming acquainted with the various aspects of the building

- To work with the Administrator and Workshop Manager to engage appropriate services to address any issues, such as plumbing and electrical services or any working at heights, as apartments have double height.
- To create and implement a maintenance schedule for upkeep and care
- To respond to residents' requests regarding building maintenance, rectifying where possible, and engaging appropriate services where required, logged through the Administrator
- To work with the Sculpture Workshop Manager to ensure the maintenance visits and inspections schedule for services such as Fire Alarm maintenance, lift maintenance, Sculpture workshop maintenance etc. are carried out in a timely manner
- To work with the Administrator and Sculpture Workshop Manager to ensure budgeting and expenditure in a manner that ensures value for money in line with the organisation's budgets
- To assist in maintaining Health & Safety standards to statutory level
- To take part in general office procedures as appropriate
- To work with FSAS as a supportive member of a close-knit and flexible team
- Assessing and arranging for Apartment refurbishment at changeovers
- Managing storage in Workshop, especially shelving and storage, at low and high levels
- Available to be on call outside office hours, and including weekends, as part of a scheduled roster, to respond to emergencies in conjunction with colleagues
- With the Workshop Manager & Administrator, Organising and participating in regular fire drills.

#### **General tasks**

- Attending staff meetings.
- Providing additional handling of incoming calls (together with other members of staff).
- Carrying out any duties as may from time to time be reasonably requested by the Workshop Manager or Director.

#### **Desirable qualities and person specification:**

- Experience of working on maintenance of a building
- Training in observing Health & Safety standards
- Knowledge of services for building maintenance
- Knowledge of materials and tools
- An interest in site management

#### **To apply:**

Please send a CV along with a cover letter to Director, Fire Station Artists' Studios, 9-12 Lower Buckingham Street, Dublin 1, or email to [director@firestation.ie](mailto:director@firestation.ie).

Deadline for receipt of applications: **Thursday 9 March 2023 5pm**

Interviews: **Friday 24 March 2023**

Late applications will not be accepted