

TITLE OF POST	DRAMA FACILITATOR IN GARAGE THEATRE, MONAGHAN
LOCATION	GARAGE THEATRE, MONAGHAN, CO. MONAGHAN
REPORTING TO	OPERATIONS MANAGER, DIRECTOR, CHIEF EXECUTIVE
CRITERIA	
ESSENTIAL CRITERIA	<ul style="list-style-type: none"> • Must have a BA Degree in Theatre Studies / Drama. • Minimum of 5 years' experience in Drama Facilitation. • Minimum of 5 years' experience in Directing Productions. • Excellent interpersonal and communication skills. • Good planning and organisational skills. • Ability to work on his/her own initiative and as part of a team. • Ability to safely evacuate the participants and staff from the building should the need arise. • Full Driving Licence with access to own transport. • Flexibility regarding working hours. • Undergo CMETBs Garda Vetting process.
DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Experience of working to deadlines • Experience of managing groups • A self-starter, highly motivated with a positive "can do" attitude.
PRINCIPLE ROLE AND RESPONSIBILITIES	
<p>Duties will include but are not limited to,</p> <ul style="list-style-type: none"> • Facilitating Drama workshops and rehearsals (approximately 2-nights per week, Monday and Wednesday 4pm - 6pm). • Directing 2 annual Productions, May and December. • Working closely with in-house creative teams to realise their designs and compositions maximising the theatres available resources. • Experienced with rigging, focusing, plotting, operations of lighting and sound equipment and operation of the rope flying system. • Experienced in the setting up of an operating stage and capable of setting up broadcast lighting. • Experienced in setting up and operating sound systems for productions and live broadcasting. • Willing to facilitate technical workshops in agreement with Operations Manager. • Expected to provide a high level of customer care to all companies and customers. • Expected to carry out risk assessments where necessary and when required. • Expected to be a key holder for the building in the case of Fire and Burglar Alarm callouts. • Familiar with fire evacuation procedures and carrying out weekly fire drills. • Capable of liaising with management, other employees and with the general public. • Capable of carrying out other duties as directed by the Operations Manager, Director, Chief Executive • Assist in the development of policies for the smooth running of the Theatre, to have consistency in its operations. • Willing and able to work flexible hours/schedules including evenings and weekends. 	

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SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form.

During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form. Additional data is not accepted after the 12 midnight deadline on date of closing.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.

TERMS AND CONDITIONS OF EMPLOYMENT	
CONTRACT DURATION	Part-time (following probationary period)
HOURS	Approx 2 to 6 hours pw, this will vary during show times.
CONTRACT DURATION	Approximately 30 weeks, from January to December