Role Title:	Venue Technician
Reporting to:	Building and Facilities Manager
Role type:	Full time, averaging 35 net hours per week over a monthly roster. Working hours may be rostered across any day of the week, Monday to Sunday, and may vary from week to week according to operational requirements. This may include evening and weekend work.
Annual leave:	29 Days annual leave per annum (including RIAM closure days)
Salary Scale:	Appointment will be made at point 1 of the Technical Assistant II Pay Scale €46,307 (please see appendix 1 for full details)
Pension:	Employer pension scheme with minimum employee pension contribution set at 5% of gross salary and employer contribution at 10% of gross salary.
Contract:	Full time Permanent (subject to a 6-month probationary period)
Location:	RIAM, 36 – 38 Westland Row, Dublin 2.
Start Date:	As soon as possible

Purpose of the Role

The Venue Technician is a hands-on technical role responsible for supporting the delivery of RIAM's teaching, artistic programme, concerts and performances, recordings, internal events and external venue hires.

The role provides technical support across RIAM's teaching, performance, studio and recording spaces and includes sound, lighting, AV, music, audio and video recording, streaming and stage operations.

The Venue Technician will work closely with teachers, students, artistic and administrative staff, visiting artists, external production companies, contractors and venue-hire clients to ensure technical requirements are planned and delivered effectively.

The position also includes technical coordination and scheduling, first-line equipment maintenance and the coordination of casual technical staff where required.

Working Hours and Roster

Hours and location: This is a full time position of 35 net contracted hours per week, rostered over a rolling monthly period. Hours may vary from week to week in line with RIAM's teaching, performance and venue programme. The roster includes daytime, evening and regular weekend working, including Saturdays and Sundays, and full participation in the agreed technical roster is an essential requirement of the role. Working arrangements will be managed in accordance with the employee's terms and conditions, RIAM policies and applicable working time legislation. The role is primarily based at RIAM's Westland Row campus, with occasional work at other venues as required.

Key Responsibilities

1. Technical Operations

- Prepare, rig, fit up, operate and get out stage, sound, lighting and AV equipment for rehearsals, concerts, performances, recordings and events.
- Provide technical support across RIAM's teaching rooms and performance venues.
- Operate PA and audio systems, including the Dante Cat 6 network, Midas M32 live desk, Midas DL16 stagebox and d&b loudspeakers and monitors.
- Set up and operate stage and auditorium lighting systems, including ETC Arc systems, Robert Juliat Fresnels and ETC or touch-panel controls.
- Operate PTZ cameras, video mixers, projectors, screens, streaming and recording systems.
- Operate and monitor induction loop, ambient microphone, show relay and associated systems.
- Operate stage hoists, lifts and other mechanical stage equipment safely and in accordance with training and RIAM procedures.
- Carry out first-line fault finding, routine maintenance and minor repairs to technical equipment.
- Identify and report equipment faults or maintenance requirements requiring specialist attention.
- Ensure technical equipment is correctly used, stored, maintained and ready for operation.
- Respond to technical issues arising during teaching, rehearsals, recordings, performances and events.

2. Teaching & Student Support

- Work closely with RIAM teachers and students to support the technical requirements of teaching, performance and recording activities.
- Set up sound, video, recording and AV equipment for lessons, classes, rehearsals and performances.
- Support the production of high-quality music, audio and video recordings for students, teachers, performances, events and external clients.
- Work directly with students, teachers, musicians and external clients to plan, set up and deliver music, audio and video recording sessions.
- Set up and operate RIAM's studios and recording rooms, including microphones, audio interfaces, mixing and monitoring systems, cameras, lighting and associated recording equipment.
- Prepare studios and recording rooms before sessions and reset the spaces afterwards, ensuring equipment is safely stored and the rooms are ready for their next use.
- Assist teachers and students with the appropriate use of technical and recording equipment.
- Respond to day-to-day technical requirements within teaching and performance spaces.
- Provide practical technical guidance where appropriate.
- Support livestreaming, recording and other digital outputs associated with RIAM's teaching and artistic activities.

3. Concerts, Performances & Events

- Provide technical support for RIAM's artistic programme, concerts, recitals, performances and internal events.
- Plan, set up, operate and support audio and video recording for concerts, performances, events, student activities and external venue hires.
- Provide technical support for external venue hires and visiting productions.
- Undertake technical fit-ups, sound checks, rehearsals, performances and get-outs.
- Reset performance, teaching and venue-hire spaces following events, ensuring technical equipment, staging and furniture are returned to their agreed locations and the space is ready for its next use.
- Liaise with visiting artists, promoters, production companies and external clients regarding technical requirements.
- Ensure agreed technical requirements are in place in advance of performances and events.
- Respond effectively to technical issues during live performances and events.
- Support the professional presentation and smooth technical delivery of RIAM events.

4. Technical Coordination & Scheduling

- Plan and coordinate technical requirements across RIAM's teaching spaces, performance venues and events.
- Participate fully in the rolling monthly technical roster.
- Review upcoming concerts, performances, recordings, teaching activities and venue hires to identify technical, staffing and equipment requirements.
- Coordinate technical and casual event staff assigned to performances and events as required.
- Provide appropriate practical guidance and training to casual technical staff.
- Attend relevant internal meetings to coordinate technical requirements with artistic, academic, venue, facilities and administrative teams.
- Liaise with external production companies, suppliers and contractors regarding equipment, schedules, set-ups and technical requirements.
- Maintain clear communication with relevant RIAM departments regarding technical requirements, programme changes and operational issues.

5. Equipment & Maintenance

- Maintain technical equipment in good operational condition.
- Carry out routine equipment checks and first-line fault diagnosis.
- Keep technical areas, equipment stores and work areas organised and safe.
- Keep technical areas, equipment stores, stages and venue spaces clean, tidy and presentable, and arrange for any cleaning or maintenance issues requiring further attention to be reported promptly.
- Report faults, damage and equipment requiring specialist repair.
- Assist with the installation, commissioning and testing of new or replacement technical equipment where required.
- Support effective equipment management and ensure equipment is returned to the correct location following use.

6. Health & Safety

- Follow RIAM Health & Safety policies, procedures and relevant statutory requirements.
- Follow risk assessment, manual handling, work at height and emergency procedures.
- Promote safe working among staff, students, casual staff, contractors and visiting companies.
- Check technical equipment and report faults, defects or safety concerns.
- Ensure work at height is risk-assessed and follows relevant procedures.
- Keep stages, technical areas, access routes and equipment safe and orderly.
- Use technical and mechanical equipment only as trained and in line with procedures.
- Promptly report Health & Safety concerns through RIAM procedures.
- Complete required Health & Safety and other role-related training.

7. General Responsibilities

- Represent RIAM professionally with staff, students, visiting artists, clients, contractors and the public.
- Participate fully in the agreed roster, including regular evenings, Saturdays and Sundays.
- Follow the agreed roster to support RIAM's teaching, artistic, performance and venue-hire programme.
- Collaborate with colleagues and other RIAM departments.
- Follow RIAM policies and procedures, particularly Child Protection, Safeguarding and Health & Safety.
- Maintain and develop role-related technical knowledge and skills.
- Communicate clearly and professionally with colleagues, teachers, students, contractors, visiting artists and clients.
- Use, operate and safeguard RIAM and third-party equipment with appropriate care.
- Undertake other reasonable duties suited to the role's nature and level and RIAM's operational needs.

Person Specification

Essential Experience and Skills

Candidates should demonstrate:

- Relevant technical experience in a performing arts, music, educational, cultural, concert, theatre or comparable live-event environment.
- Practical experience of professional sound, lighting and AV systems.
- Experience supporting live performances, rehearsals, recordings or events.
- Experience with music, audio and video recording for students, live performances and events, including streaming and associated AV systems.
- Experience of technical fit-ups and get-outs.
- Ability to undertake first-line technical fault finding and identify when specialist support is required.
- Good organisational and time-management skills.
- Ability to manage competing technical requirements within a busy programme.
- Ability to coordinate technical requirements, schedules and allocated staff.
- Ability to work effectively both independently and as part of a wider team.

- Strong communication and interpersonal skills.
- Ability to work appropriately and professionally with teachers, students, musicians, visiting artists, external clients, contractors and colleagues.
- Good understanding of Health & Safety requirements relevant to technical, performance and event environments.
- A practical, professional and service-focused approach.
- Availability and willingness to work regular evenings, Saturdays and Sundays as part of the normal roster.

Desirable Experience and Skills

- Working within a conservatoire, music school or performing-arts educational environment.
- Dante or other networked audio systems.
- Midas digital mixing consoles or similar professional sound systems.
- ETC lighting systems.
- PTZ camera systems.
- Video mixing, streaming and professional recording systems.
- Stage hoists and mechanical stage equipment.
- Live or classical music recording.
- Experience working in professional studios or recording rooms with students, musicians or external clients.
- Providing technical support to students and teachers.
- Coordinating casual technical or event staff.

Training and Development

The postholder will be required to undertake Health & Safety training and any other training considered necessary for the safe and effective performance of the role.

The Venue Technician will also be expected to maintain and develop their technical knowledge and skills as RIAM’s equipment, systems and operational requirements develop.

Equality and Reasonable Accommodation

We are an Equal Opportunities Employer and are committed to ensuring fairness, dignity, and respect throughout our recruitment process and employment practices.

APPLICATION

Please email a cover letter (500 words max) and CV outlining your experience and suitability for the role to **careers@riam.ie**.

PDF, single file only. Subject line must read "Venue Technician".

Closing date for receipt of your application is 27th November 2026 at 12pm. (Late applications will not be accepted).

It is anticipated that interviews for this post will be in person at the Royal Irish Academy of Music (Westland Row) and will take place in the week beginning 30th November 2026.

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Contact information

For further information please contact: Mariana Hamilton at **marianahamilton@riam.ie**

Appendix 1

Technical Assistant II Pay Scale per annum	1	€46,307
	2	€47,382
	3	€49,932
	4	€51,090