

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

Role Title	Technical Manager
Reports to	Buildings & Technical Manager
Responsible for	Senior Technician, Venue Technicians, Casual Technicians
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum inclusive of Public bank holidays
Salary	£37,000.000 (dependant on skills and experience)
Location	High Wycombe, with occasional travel

ABOUT TRAFALGAR ENTERTAINMENT (TE)

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O'Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

ABOUT TRAFALGAR THEATRES

Trafalgar Theatres is the venue-operating division of TE. We currently operate 14 venues; including 12 in the UK regions; the Trafalgar Theatre in London's West End and the Theatre Royal in Sydney. We're growing fast, we're confident in what we do, and we're ambitious about the future. There's never been a better time to get onboard.

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence, and Respect.

ABOUT THIS ROLE

We are recruiting for a **Technical Manager**. You will be responsible for all technical and associated aspects of stage and events presentation, as well as play a key role in routine maintenance of the facility. Working 40hrs flexibly 5 days over 7, the **Technical Manager** will ensure our standards of professionalism and presentation are maintained.

As the Technical Manager, the postholder is responsible for:

- Manage the technical team, working closely with visiting companies and artists and be fully conversant with their stage and technical requirements to deliver an excellent service to all clients.
- Manage the delivery of all staging and production duties: stage management, lighting, sound, and the management of crew for a wide variety of productions. To include get ins, fit ups and get outs, and to arrange the setup of function rooms, furniture and AV equipment as required.
- Line Management of the Technical Team comprising of contracted technicians including the creation and communication of all technical rotas to ensure that all performances and events are staffed in line with Wycombe Swan budgets and policies.
- To manage all people activities for the technical team including, regular 121's development plans, recruitment, selection, and onboarding process via the Group HR & Payroll systems.
- With the Technical team ensure in-house weekly and periodic tests and inspections are accurately completed and recorded including (but are not restricted to) fire, safety, water checks and PAT Testing.

- With the Buildings & Technical Manager undertake and document risk assessments for Wycombe Swan events, activities and facilities as required, ensuring risk assessments are distributed as necessary.
- Ensure all duties are carried out in accordance with Trafalgar Theatre's Health & Safety policy.
- Ensure that the staging and management of all productions and events is managed to the highest safety standards, including the operation of sound, lighting and stage management during rehearsals and performance.
- Support and assist the Buildings & Technical Manager as required with maintenance and upkeep of the building and all facilities, delegating tasks where appropriate.
- Ensure timely and effective pre-liaison and preparation for all shows and events, facilitating their smooth running and operation, thereby ensuring visiting companies experience an excellent visit.
- With the Buildings & Technical Manager implement technical maintenance schedules, cleaning schedules, lifecycle capital replacement schedules and capital project planning and implementation, as appropriate and within agreed financial parameters, and as required by the Theatre Director.
- Act as a designated key holder, always ensuring the safety and security of the building, including attending alarm call outs as required.

ABOUT YOU

We are looking for individuals that can work as part of a team and individually to achieve and deliver **Our Values: Creativity, Collaboration, Excellence, and Respect.**

As a Technical Manager, you are a detail-oriented professional with a passion for the performing arts. You have experience in managing technical operations, including lighting, sound, and stage management. Your strong leadership and problem-solving abilities allow you to efficiently coordinate a diverse team. You excel in communication and collaboration, ensuring safety and technical excellence at all times.

JOB ROLE - TECHNICAL MANAGER

KEY RESPONSIBILITIES

KEY ATTRIBUTES

- Passion for live entertainment and events.
- An exceptional attention to detail for written, numeracy and verbal communication.
- An ambition to collaborate with all stakeholders and central teams to achieve excellence.
- Be a role model for the technical and wider team: empowering and inspiring all.
- Willingness to learn new skills.
- Create an inclusive and respectful culture in line with company values.
- Strong communication and listening skills when dealing with colleagues, members of the public, key stakeholders, and industry colleagues.
- Understanding of Health and Safety and other relevant legislation and to be actively compliant.
- Ability to work effectively during busy times.

YOUR EXPERIENCE

- Extensive experience of working within technical facilities in a mid to large scale entertainment venue or conference building.
- Proven successful experience in managing teams so as to achieve targets and to promote individual development and contribution to the employer's business and service objectives.
- Experience of rigging systems, including counterweights, hemp, winches, trusses and chain hoists including electric and manual types

- Good all-round knowledge of all aspects of Theatre production, to include but not limited to, Sound, Lighting and Stage Management.
- Proven successful experience of complying with Health and Safety at Work in an environment comparable with that of a theatre or entertainment complex.
- Experienced in risk assessment writing and review.
- Strong and positive leadership skills with the ability to inspire and develop a team of full time, part-time and casual staff.
- Robust technical knowledge including get in and fit up planning, stage management and procurement strategies.
- The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.

This is not an exhaustive list of duties. From time to time, you may be required to undertake such alternative or additional duties which will commensurate your skills, experience, and capabilities.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.



St Mary Street | High Wycombe | HP11 2XE

Registered Office: Trafalgar Entertainment Group | Ashcombe Court | Woolsack Way | Godalming |
United Kingdom | GU7 1LQ