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JOB DESCRIPTION & PERSON SPECIFICATION

Deputy Technical Manager

ABOUT TRAFALGAR ENTERTAINMENT (TE)

We’re a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces, and through distribution of live-streaming content. The group is home to Trafalgar Theatres, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, Helen O’Grady Drama Academy, London Theatre Direct, Jonathan Church Theatre Productions and Chiswick Cinema.

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 BRADFORD LIVE**

Be part of a unique venues’ team in this reimagined live entertainment and events space at the heart of Bradford’s City Centre. Originally opened in 1930 the building has now been fully renovated to bring it back to its former glory as a cultural hub for the city, wider West Yorkshire area and beyond.

Our auditorium can accommodate over 3,500 fans for larger concerts and house more than 3,000 guests in our fully seated configuration. We also have the beautifully restored Ballroom and other ancillary spaces to host events all year round.

**ABOUT THIS ROLE**

We are recruiting for a Deputy Technical Manager. You will be responsible for assisting the Technical Manager provide all technical and associated aspects of stage and events presentation, as well as play a key role in routine maintenance of the facility.

**KEY RESPONSIBILITIES**

• Working closely with visiting productions and artists and be fully conversant with their stage and technical requirements to deliver an excellent service to all clients in all events spaces.

• Detailed working knowledge of technical disciplines including rigging, staging, sound and lighting.

• Production duties include 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.

• Maintenance of all technical equipment as appropriate and ensure up to date records are kept, ensuring that all health and safety requirements are met using the TE digital systems in place.

• Undertake risk assessments for Bradford Live events, activities and facilities as required.

• Ensure all duties are carried out in accordance with Trafalgar Theatre’s Health & Safety policy.

• Staging and management of productions and events to the highest safety standards, including the operation of sound, lighting and stage management during rehearsals and performance.

• To support all people activities for the technical team including, recruitment, selection, and onboarding process via the Group HR & Payroll systems.

• To line manage and lead the technical team in the absence of the Technical Manager.

• Support and assist the Facilities Manager as required with maintenance and upkeep of the building and all facilities, delegating tasks where appropriate.

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

**KEY ATTRIBUTES**

• Passion for live entertainment and events.

• An exceptional attention to detail for written, numeracy and verbal communication.

• Willingness to learn new skills.

• 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.

• Up to date knowledge of technical production and events (lighting, sound, video, rigging, flying & set construction), or relevant and proven knowledge from equivalent fields.

• Proven experience of interpreting technical plans and diagrams.

**DESIRABLE SKILLS**

• Formal technical or production training.

• An understanding of fire safety including previous experience of the operation of fire alarm panels.

• An understanding of security requirements in a technical environment.

• Proven successful production management experience.

• Experienced in line management of a team.

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.