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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Casual Stage Crew |
| **Reports to** | Building and Technical Manager  |
| **Responsible for** | Assisting with the preparation of, setting up and a variety of operational duties in respect of the diverse range of productions and events staged by professional and amateur companies, as directed by the Technical or Deputy Tech Manager. |
| **Hours** | Flexible schedule, fluctuating inline with the business needs. Working hours will include evenings, weekends and Bank Holidays. |
| **Contract** | 0 hour |
| **Annual Leave** |  |
| **Salary** | Meets national minimum wage. |
| **Location** | You will be based at Crewe Lyceum Theatre. |

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 **21** venues; including 14 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

As part of the technical team ensure that the highest level of professionalism is achieved in the staging of all events at Crewe Lyceum Theatre. The post holder will work closely with visiting companies and artists both professional and amateur and be fully conversant with their stage and technical requirements. The post holder will ensure that the technical department deliver first class standards of customer care to all internal and external clients.

ABOUT YOU

We are looking to appoint multi-skilled Technicians to ensure a smooth running, efficient and safe working environment for all staff and visiting companies, to assist with building maintenance and to strive to offer the best possible service to all users of Crewe Lyceum Theatre. no experience necessary as full training provided but a can-do attitude & knowledge of the creative arts is advantageous

JOB ROLE

**Operations**

* Under the supervision of the technical team the post holder may be asked, after suitable training, to operate technical systems including sound, lighting, rigging, power and flying equipment.
* The post holder will assist visiting performers and companies with the get in of all staging and electrical equipment. Assist in the provision of all technical services including but not limited to rigging and focusing of lights and any additional sound installations as required.
* At the conclusion of performances and events, the post holder will assist in the breakdown and get out of all staging and equipment.
* When required, the post holder will assist with staging and production duties. To stage manage, deputy stage manage or stage crew for a wide variety of productions. To include get ins, fit ups and get outs.
* At the conclusion of events and performances, ensure all technical and stage areas are clear of personnel and performers. Ensure that all areas are clear and secure and all equipment is intact.
* The post holder will abide by relevant health and safety and licensing requirements and will also ensure all visiting performers and personnel conform to these requirements and that good housekeeping procedures are adopted.
* General building maintenance of the venue, to include (but not restricted to) lamp rounds, fire checks, general painting and carpentry etc.
* Set up function rooms, furniture and AV equipment as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

KEY RESPONSIBILITIES

**Health & Safety**

* Uphold exceptional standards of cleanliness within all venue areas in accordance with company policy procedures and expectations.
* Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.

**Training and Development**

* Undertake appropriate training and professional development as determined by the senior management team.
* Use your expertise to provide guidance, support and training to other members of the venue team.

**Other Responsibilities**

* Comply with Crewe Lyceum policies and general operational procedures at all times and attend meetings as required.
* Be vigilant at all times and know the lines of communication and emergency procedures, taking appropriate action to ensure personal safety and security as well as that of our customers and colleagues.
* Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.

PERFORMANCE MEASURES

* Informal one-one Meetings
* Annual Appraisal

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from people in groups where we are under-represented, for example people with disabilities, from minority ethnic groups, older returners and people who are neurodivergent.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.