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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Venue Technician  |
| **Reports to** | Senior Technician and Technical Manager  |
| **Responsible for** | We are looking to appoint a multi-skilled Technician 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 G Live. |
| **Hours** | 40 per week including evenings, weekends and Bank Holidays |
| **Contract** | Permanent  |
| **Annual Leave** | 33 days per annum inclusive of Public bank holidays |
| **Salary** | £27,000 |
| **Location** | G Live Guildford |

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 a member of the Technical Team, the post holder will be responsible for assisting with get ins, get outs, show operations, and other related duties for the diverse range of productions and events staged by professional and amateur companies at G Live. The post also includes assisting with the routine maintenance of the facility, as directed by the Senior Technician and Technical Manager.

We are looking to appoint a multi-skilled Technician 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 G Live.

ABOUT YOU

A professional with significant experience in the theatre, music or live-entertainment space, you’ll be a self-motivated, engaging and dynamic leader.

Commercially savvy, enthusiastic and capable of influencing others (including senior members of the TE team and third-party producer clients) you’ll be energetic, proactive, results-focussed and creative in your approach.

You’ll be resilient, able to communicate clearly and excellent at forming working relationships with others.

JOB ROLE insert here

**Key Accountabilities**

**Strategic**

* With other members of the technical team, contribution as required to the achievement of G Live’s Business Plan and its relevant targets and objectives.

**Operations**

* Assist the Senior Technician and Technical Manager with the supervision of the G Live pool of Casual Technicians to ensure that all events are appropriately staffed.
* Assist the Senior Technician and Technical Manager with the keeping of records of maintenance work and stock checks, to ensure that stock levels are appropriate and monitored.
* As part of the technical team, ensure that the highest level of professionalism is achieved in the staging of all events at G Live. 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.
* As part of the technical team, the post holder will be responsible for the operation of all technical and building 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 and 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.
* When required, the post holder will assist with staging and production duties. To stage manage, deputy stage manages or stage crew for a wide variety of productions.  To include get ins, fit ups, and get outs.
* To advise and assist companies on production matters at pre-event planning meetings and on the day of the event.
* To maintain stage, lighting, sound, and other equipment as required. Including fault diagnosis and repair, PAT testing etc.
* General building maintenance of the venue, to include (but not restricted to) lamp rounds, fire checks, general painting etc.
* Set up function rooms, furniture and AV equipment as required.

**Health and Safety**

* 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. The post holder will also assist the Senior Technician and Technical Manager in the creation and implementation of relevant Health & Safety and licensing related policies and procedures.
* To act, when required, as Duty Fire Officer during performances ensuring the safety of performers, staff, and patrons
* To be a designated key holder and to undertake and ensure the safety and security of the building as required.

**Person Specification**

**Essential**

* A good team player.
* A working knowledge of get ins and get outs, with a comprehensive understanding of building sets, rigging, and operating lighting, AV and sound systems.
* Working knowledge of rigging systems, winches, trusses, and chain hoists including electric and manual types.
* An understanding of electrics including single and three phase heavy mains.
* A working knowledge and understanding of technical health and safety.
* Ability to use Microsoft Word, Excel, Outlook, and PowerPoint.
* Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving.

**Desirable**

* A working knowledge of Behringer X32, ETC EOS Family & Avolites Titan consoles.
* A working knowledge of the CDM requirements & regulations within the entertainments industry.
* The ability to use power tools, and work on general building maintenance.
* An understanding of fire safety including previous experience of the operation of fire alarm panels.
* An understanding of security requirements in a technical environment.

**Personal**

* The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.
* A flexible attitude and willing to work to meet programming requirements, including evenings, weekends and banks holidays as required.
* A willingness to undertake developmental opportunities.
* Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees

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