

TRAFALGAR THEATRES

KEY INFORMATION

Role Title	Building and Technical Manager
Reports to	Theatre Director
Responsible for	Deputy Technical Manager Technicians, Casual Technicians, Apprentices
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum, inclusive of public bank holidays
Salary	£45,000 (dependent on skills and experience)
Location	Fareham Live, 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 21 venues; including 19 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

The Buildings and Technical Manager role is critical to our business's success and a key member of the Senior Management Team, with overarching responsibility for the effective technical operations and the ongoing maintenance of the venue's infrastructure. This role encompasses leading the technical team, overseeing all technical aspects of production and events, and managing the buildings compliance and maintenance and health and safety protocols.

ABOUT YOU

You'll be a self-motivated and an energetic leader with significant experience in the theatre, music, or live entertainment space. Commercially savvy and capable of influencing others. You will be energetic, proactive, results-focused, and creative in your approach.

KEY ACCOUNTABILITIES

Technical Management

- Act as the primary point of contact for all incoming productions and technical hires, ensuring their requirements are met efficiently and to a high standard.
- Lead and manage the Technical Department, including rota planning, scheduling, and budget control.
- Oversee the technical operation for all performances and events, including lighting, sound, AV, staging, and rigging.
- Manage technical budgets and capital equipment expenditure, ensuring value for money and adherence to financial targets.
- Ensure all technical recharges are accurately recorded and submitted in a timely fashion for settlements.
- Lead production management for the annual pantomime or other house-produced events.
- Personally operate technical equipment when required, including stage management during performances.

People Management

- Line manage the Deputy Technical Manager, Technicians, and casual crew.
- Support and oversee apprentice training and progression.
- Lead recruitment, onboarding, training, and development activities within the department.
- Conduct appraisals, one-to-ones, and regular departmental meetings.
- Promote a positive, inclusive, and professional working environment.
- Ensure timesheets, HR records, and training logs are accurate and up to date.

Building and Maintenance

- Lead on the implementation of Health & Safety policies and procedures, in line with company standards and relevant legislation.
- Chair venue Health & Safety Committee meetings and represent the venue at group-level safety meetings.
- Complete and review risk assessments for all technical activities and building operations.
- Take a lead role in the venue's emergency and counter-terrorism planning.
- Promote a culture of safety, ensuring all team members and visiting staff always adhere to best practice.
- Develop and manage a proactive planned preventative maintenance schedule for all technical and building services.
- Ensure compliance with statutory requirements, including LOLER, PUWER, PAT, fire safety, emergency lighting, and other building regulations.
- Liaise with external contractors, local authorities and service providers to ensure building systems are compliant and fit for purpose.
- Lead on capital project proposals and oversee the delivery of approved works on time and budget.
- Maintain up-to-date service records and documentation.

General Duties

- Contribute to the wider business objectives and play an active role in the venue's senior team.
- Ensure all paperwork such as show reports, time logs and Health & Safety documentation is completed promptly and stored correctly.
- Work collaboratively with colleagues in Trafalgar Entertainment's central team, in addition with other venue departments to ensure a seamless artist and customer experience.
- Collaborate with key stakeholders and the Fareham Borough Council to ensure that compliance is kept to an excellent standard.
- Carry out any other duties reasonably required by the Theatre Director or Senior Management Team.
- Act as a key holder of the building, ensuring smooth and safe operations and security procedures are maintained.
- Dress in accordance with the company's uniform policy and wear protective clothing as issued and instructed.

Personal Specification

ESSENTIAL SKILLS AND EXPERIENCE

- Experience in technical theatre management or a senior technical role.
- Proven experience in the management of a team.
- Comprehensive knowledge of theatre technical systems (lighting, sound, rigging, staging).
- Strong understanding of building maintenance requirements in a performance venue.
- Demonstrable experience with Health & Safety management, including risk assessment writing and statutory compliance.
- Excellent communication, organisational and problem-solving skills.
- Ability to remain calm under pressure and to prioritise effectively.
- Willingness to work unsociable hours including evenings, weekends and Bank Holidays.

DESIRABLE

- Formal training in technical theatre or production.
- Qualification in Health & Safety (e.g., IOSH, NEBOSH).
- IPAF, PASMA, or Working at Height training.
- Experience in managing capital projects.
- First Aid at Work qualification.
- Experience in counterweight flying and rigging practices.
- Knowledge of ETC lighting desks, digital sound desks, or AV systems.

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. 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

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.