

# TRAFALGAR THEATRES

## KEY INFORMATION

|                        |                                                   |
|------------------------|---------------------------------------------------|
| <b>Role Title</b>      | Duty Technician                                   |
| <b>Reports to</b>      | Technical Manager                                 |
| <b>Responsible for</b> | Technical Team, in Technical Manager's absence    |
| <b>Hours</b>           | 0                                                 |
| <b>Contract</b>        | Zero Hour                                         |
| <b>Salary</b>          | £18.68 per hour (subject to SOLT/BECTU Agreement) |
| <b>Location</b>        | London, with occasional travel where necessary    |

## 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 YOU

The Duty Technician will work with the Technical Manager and the Technical team in ensuring that the building and systems are maintained to a high standard both back and front of house.

### Essential Criteria

- Experience in the operation and basic maintenance of theatre specific equipment, for example stage sound systems and machinery, as well as building equipment, for example plumbing and electrical machinery and equipment.
- Experience in supervising, maintaining, and improving Health & Safety processes and ensuring that Health & Safety requirements are met.
- An adaptable and flexible mindset, with the ability to change focus and respond to immediate demands, as required.
- A demonstrable ability to work alone and as part of a team, pro-actively identifying tasks that can be completed when unaccompanied.
- The ability to remain professional under all circumstances and a desire to provide the highest standard of service to work colleagues, production staff, visitors and building contractors.
- Excellent communication skills, with demonstrable experience in relaying information to other departments within the same business.

### Desirable Criteria

- IOSH Managing Safely certificate.
- Training and experience in assessing and managing risk in the workplace.
- First aid qualification.

## ABOUT THIS ROLE

As the Duty Technician is primarily used for holiday and sickness cover, they must be confident in running a building by themselves during performance time while also working well in a team when assisting during non-performance times.

### Key Responsibilities

#### Productions and One-Off Events

- To assist in the efficient running of resident productions, responding to the needs of the producers and production staff as requested daily.
- To help ensure the safe and efficient get-in, fit-up and get-out of all productions, including carrying out, on occasion, the induction of production staff into the building and ensuring that Health & Safety guidelines are clearly communicated and followed.
- To ensure the safe, tidy and efficient use of the storage areas within the theatre.
- To provide stage services, when necessary or appropriate, for external events, hires and workshops.
- To manage the expectations of the visiting production in the absence of a senior technician.

#### Building Maintenance

- To help ensure the safe and efficient operation and maintenance of all stage machinery and electrical equipment located in the theatre.
- To work closely with the Technical Manager and Deputy Technical Manager to implement planned preventive maintenance, co-ordinating maintenance cover and overseeing maintenance contracts and contractors.
- To ensure that lamping and general maintenance of building lighting in the theatre is carried out within the agreed parameters.
- To respond to building maintenance calls during a performance-time and resolve issues efficiently, for example responding to leaking plumbing or faulty lights.

#### Health & Safety

- To adhere to all Health & Safety procedures to minimise the risk of injury and accidents.
- To adhere to environmental policies and procedures in line with company ethos.
- To comply with rules and conditions relating to the licences held with Westminster Council.
- To assist completing risk assessments & COSHH assessments.
- To bring a new perspective on addressing risk assessments within the department.
- To be confident in the venue's fire safety policy and business continuity plan in order to effectively be a part of the Emergency Response Team during performance-time.

#### General Duties

- To attend training courses, as required, and take responsibility for ongoing professional development.
- To always represent the theatre in a professional manner, providing excellent internal and external customer service to company colleagues, visiting production staff and building contractors.
- To act as sole technician on regular occasions on a rota, to ensure the efficient running of the building during performance times.
- To be proactive with building projects in the absence of a senior technician.
- To support the Technical Manager and Deputy Technical Manager in ensuring business and departmental objectives are achieved through the team.
- To complete any other delegated task, within the remit of the department, that may assist the company in achieving its business objectives.

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.

#### Queries

Any queries should be addressed to Vincent Kelly (Technical Manager) at [vkelly@trafalgar.global](mailto:vkelly@trafalgar.global)