

## JOB DESCRIPTION & PERSON SPECIFICATION

### Job Description

#### KEY INFORMATION

Role Title	Stage Door Keeper
Reports to	Events Managers
Hours	0
Contract	Zero Hour
Annual Leave	N/A
Salary	£13.11ph + holiday pay
Location	Bradford Live

#### 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 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 seeking motivated, proactive **Stage Door Keepers** to join the Events team at **Bradford Live**. In this fast-paced role, you will play a vital part in welcoming and supporting touring productions and artists, helping to ensure smooth backstage operations throughout events.

As a key point of contact backstage, you will represent Bradford Live to artists, crews, promoters, and clients, providing high-quality artist liaison and operational support. This role is offered on a zero-hours contract and requires flexibility to meet the demands of a live events environment.

## ABOUT YOU

### YOUR EXPERIENCE

- Experience within the live events industry, ideally in an Artist Liaison or Stage Management role.
- Previous experience working on medium to large-scale events, preferably within a venue environment.
- Proven ability to work effectively with external clients and touring parties, delivering a high standard of service.
- Strong problem-solving skills, with a proactive and positive approach.
- A customer-focused mindset with a genuine commitment to delivering excellent experiences.

### KEY ATTRIBUTES

- A passion for live events, with ambition and a desire to learn and develop.
- Strong organisational skills, with the ability to prioritise and manage time-critical tasks.
- Flexible and adaptable, remaining calm and effective under pressure.
- A proactive, solutions-focused approach with a positive “can-do” attitude.
- Excellent communication and listening skills, with the ability to build positive working relationships.
- A collaborative team player who is willing to support colleagues when needed.
- Professional, approachable, and well-presented, acting as a positive ambassador for the venue.
- Willingness to work flexible hours, including early mornings, evenings, weekends, and bank holidays.

## JOB ROLE

### KEY RESPONSIBILITIES

- Act as the primary liaison for artists, clients, and promoters during events, delivering exceptional service and support.
- Oversee backstage operations during live shows, including dressing rooms, accreditation, vehicle movements, and access control.
- Maintain high standards of backstage presentation, cleanliness, and organisation.
- Support emergency and evacuation procedures in line with venue policies and procedures.
- Assist the Events Manager in promoting a safe working environment and ensuring the health and safety of staff, artists, and touring productions.
- Help deliver outstanding customer service and a welcoming, professional experience for all backstage visitors.

- Actively promote and uphold the organisation's commitment to equality, diversity, and inclusion.
- Take responsibility for your own health and safety, and contribute to a positive safety culture across the venue.
- Carry out any other reasonable duties in line with your skills, experience, and the needs of the organisation.

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.

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.

This role may be subject to a Disclosure and Barring Service (DBS) check or other security screening, depending on the specific requirements of the position. We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.