

KEY INFORMATION

Role Title	Technician
Reports to	Buildings and Technical Manager
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum inclusive of public bank holidays
Salary	£31,397.71
Location	Southend on Sea, Essex

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

To ensure the achievement of Southend Theatres’ targets and objectives, by assisting the Buildings and Technical Manager by supporting the technical team across both venues.

Provision as required of technical (stage, electrics, projection and / or sound) support for the preparation and performance of productions and events at The Cliffs Pavilion, Palace Theatre and Dixon Studio. Routine maintenance of buildings and equipment, so as to ensure that the highest standards of artistic quality and of customer service are offered to theatregoers and other users of the Southend Theatres’ venues. Maintain high health and safety standards, ensuring the team are aware of and adhering to all regulations and guidelines put in place.

To deputise for the Buildings and Technical Manager, in collaboration with the Deputy Buildings Manager, when the Buildings and Technical Manager is unavailable or out of office.

KEY RESPONSIBILITIES

- Technical contribution as required (stage, electrics, projection and / or sound). Active role in planning, production meetings, site visits, get-ins, fit-ups, rehearsals, performances and get-outs, in line with Southend Theatres’ house rules, policies and practices across all venues.

- Adherence at all times to Southend Theatres' Health and Safety at Work requirements, so as to ensure a duty of care to colleagues, contractors and themselves and undertake training as required by senior management. This must include incident, accident and near miss reporting through the Blue Lemon portal.
- Communication and collaboration with production company personnel in advance of and during engagement at Southend Theatres' venues, to fully support our business and service targets, including cost-effective use of resources.
- Leadership of the Technicians and casual staff by good example and a pro-active approach. Manage the work of full-time and casual technical staff, to ensure that they are properly complying with venue and incoming company policies and procedures.
- Participation in the recruitment, onboarding, induction, training, and management of new technical staff and in any necessary personnel matters where appropriate. Organisation and training of casual staff in compulsory key areas including manual handling, ladder training etc., as well as in theatrical pursuits, such as follow spotting, flying etc.
- Maintenance and upkeep of back of house areas, stage, lighting, sound and other equipment as required, including but not limited to fault identification, diagnosis, repair and PAT Testing etc. and reporting any faults to the appropriate body. Logging of faults and updating any paperwork systems in line with this including risk assessments.
- To be a designated key holder and to undertake and ensure the safety and security of the buildings at all times. Respond to out of hours calls as and when required as part of the on-call team.
- Any other related duties as may from time to time be reasonably required by the Building and Technical Manager or Theatre Director

OTHER DUTIES AND RESPONSIBILITIES

The post holder will undertake training and development as appropriate and keep apprised of developments in his/her field of expertise.

ABOUT YOU

ESSENTIAL

- Proven excellent track-record for quality technical support of theatrical productions and related events.
- Proven excellent track record of adherence to Health and Safety at Work regulations and procedures.
- Good record of co-operation, communication, contribution, and initiative as a member of a technical team in a theatre or entertainment environment.
- Proven excellent written and verbal communication skills with contractors, outside companies, and colleagues.
- Good working knowledge and experience of maintaining and repairing equipment.
- Ability to troubleshoot across all theatrical technical disciplines and a proactive and positive attitude to problem solving in all areas.
- Good knowledge and experience of general building maintenance.
- Ability to respond to varying workload, keep calm in a pressurised environment and manage tasks and time efficiently.

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- Proven excellent track-record of staff line management.

DESIRABLE

- Current First Aid qualification.
- Current PAT Testing qualification.
- Accredited Health & Safety training courses.
- Experience of set design, construction and prop making.
- Knowledge of rigging and using motors.
- IPAF training.
- Clean driving licence.

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.

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.