

KEY INFORMATION

Role Title	Stage Door Keeper
Reports to	Technical Manager
Hours	
Contract	Casual
Annual Leave	
Salary	£13.17 per hour
Location	Eastbourne

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

Facilitating the needs of the various users and show requirements of Eastbourne Theatres, to undertake the provision of general duties alongside other stage door keepers.

- To deliver a friendly, welcoming, and helpful reception for staff, visiting companies and other customers.
- Provide information to visiting personnel about shops, places to eat and drink, accommodation and more in the area.
- Ensure that only authorised personnel relating to the operation of the show are permitted access to backstage areas.

KEY RESPONSIBILITIES

- Complete opening and lock-up building checks.
- Manage the Stage Door area welcoming all guests, receiving and delivering post to relevant people.
- To issue dressing room keys and access cards as agreed by the Technical Manager or appointed representative.
- Replace and manage the sign-in sheets for resident and visiting staff.
- Ensuring the security of the backstage area and its contents whilst on duty, monitoring access in and out of the building.

- Keep the stage door area and office clean and tidy at all times.
- To act as point of contact on radio at all times.
- To ensure that the loading doors for get-ins and get-outs at the theatre are kept clear by coning off areas as required.
- To assist the Duty Manager with the evacuation of the backstage areas.
- Report any suspicious activity on site to the duty manager.
- To manage all lost property backstage, ensuring it is logged and reported.
- Ensuring that all Health & Safety legislation relating to the department is observed and be aware of all requirements and safety procedures in place.
- To complete and submit a monthly timesheet
- Any other duties as directed by the Technical Manager or appointed representative.

PERFORMANCE MEASURES

- **Attendance and punctuality**
The work is time critical, so it is important to be reliable and arrive on time ready to start work
- **Task efficiency**
Complete assigned tasks promptly and correctly.
- **Flexibility and adaptability**
Willingness to do a variety of tasks and adapt to last minute changes.
- **Health & Safety Compliance**
Comply with all health and safety regulations, procedures and practises and report any issues to senior staff.

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.