

## KEY INFORMATION

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| <b>Role Title</b> | Casual Backstage Team Member                            |
| <b>Reports to</b> | Buildings and Technical Manager                         |
| <b>Hours</b>      | Variable including evenings, weekends and bank holidays |
| <b>Contract</b>   | Casual  |
| <b>Salary</b>     | £12.21 per hour plus enhanced get out rates             |
| <b>Location</b>   | 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 / KEY RESPONSIBILITIES

At Trafalgar Theatres UK Southend Ltd we are recruiting for **Casual Backstage Team Members**. Within this there are several positions available such as:

- **Technical crew**
- **Wardrobe maintenance**
- **Dressers**
- **Runners**
- **Hall Change Team**

The key responsibilities of these roles will be as follows:

- **Technical crew** must assist and support with the “get ins”, preparation, running, pack down and “get outs” of shows and events. When required, they must move scenery and equipment during productions as well as working with lighting, sound, wardrobe, AV, rigging and special effects.
- **Wardrobe maintenance and Dressers** must work collaboratively with incoming wardrobe teams, assist with laundry calls and follow and comply with stage plots accordingly.

- **Runners** are responsible for assisting incoming companies and the venue team with running errands and completing projects that involve travelling around the local area. They must be reliable, trustworthy, have a good knowledge of the area, hold a full UK driver's license, and be comfortable driving small vans or larger vehicles. Holders of this role must be over 25 years old to comply with vehicle insurance policies.
- **Hall Change Team** are responsible for the removal and resetting of the main auditorium for a wide range of flat floor events. They must be reliable, hardworking and a good team player. They must have excellent listening skills and be able to comply with health and safety regulations.
- **All roles must:**
  - Maintain communication with the technical management and administration team.
  - Maintain Health and Safety and Fire Safety procedures.
  - Collaborate with all visiting producers and artists to promote good customer relations.
  - Attend all required training.

This is not an exhaustive list of duties, from time to time you may be required to undertake such alternative or additional duties these will be commensurate with your skills, experience, and capabilities.

### ABOUT YOU

We are looking for individuals that can collaborate as part of team to achieve excellent customer service

Key attributes:

- Passion for theatre / live entertainment.
- An exceptional eye for details.
- Willingness to learn new skills.
- Great team spirit.
- Strong Communication and listening skills.
- Understanding of health and safety.
- Ability to work effectively at busy times.

Desirable skills:

- Able to work safely at heights using ladders, telescopes and from lighting bridges.
- Knowledge of technical theatre/theatre craft from accredited institute along with understanding of protocols such as DMX, ETC EOS software QLAB and digital sound decks

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.