

## KEY INFORMATION

Role Title	Facilities Coordinator
Reports to	Building & Facilities Manager
Hours	Casual - including evenings and weekend work
Contract	Casual Worker Agreement
Salary	£ 12.71 per hour
Location	Eastbourne

## ABOUT TRAFALGAR ENTERTAINMENT (TE)

We're a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience; through new productions, through the operation of amazing theatre and live-event spaces, and through distribution of live-streaming content. The group is home to Trafalgar Theatres, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, Drama Kids, Trafalgar Tickets, London Theatre Direct, Stagedoor App, Jonathan Church Theatre Productions, Chiswick Cinema and Imagine Theatre.

## ABOUT TRAFALGAR THEATRES

**Trafalgar Theatres** is the venue-operating division of TE. We currently operate 21 venues; including 12 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 requirements of Eastbourne Theatres, to undertake the provision of general security, portorage, maintenance, H&S, customer service and cleaning service within and around the buildings.

The postholder is responsible for:

- Supporting the day-to-day operations of Eastbourne Theatres ensuring that they are well maintained, safe and compliant with all relevant standards
- Providing operational and administrative support to the Building & Facilities Manager
- Ensuring that the venues operate efficiently and effectively by managing maintenance, repairs, and other operational aspects of a building or property

## ABOUT YOU

You are a hands-on, detail-oriented professional. With experience in facilities coordination or venue operations, you understand the unique demands of performance spaces and thrive in a fast-paced, dynamic environment. You take pride in ensuring the building is safe, well-maintained, and show-ready always. You're just as comfortable managing contractors and maintenance schedules as you are supporting front-of-house and technical teams during busy event periods. Your excellent communication skills, practical mindset, and flexible approach make you a vital part of the venue's operational heartbeat.

## Facilities Coordinator

### KEY RESPONSIBILITIES

- To provide positive assistance to the users of Eastbourne Theatres and associated venues and spaces
- Ensuring security of the buildings and monitoring of visitors and occupants
- Porterage, including the moving of furniture and erection and dismantling of equipment
- To fulfil appropriate audio-visual assistance for small meeting and functions, 'plug and play' provision with existing set-up systems
- Setting up and striking the various room requirements for the different events effectively ensure all safety issues are fulfilled
- To provide a direct frontline role for all activities to ensure effective and efficient customer service
- To ensure that all spaces and their immediate surrounds are kept in a clean and hygienic condition
- Duties to include cleaning washing, sweeping vacuum cleaning, emptying of bins, polishing, and dusting, using where appropriate powered equipment
- To carry out maintenance as required, including all basic plumbing requirements, painting, and assisting with contractor management.
- To assist the team in decoration of the venues and spaces, including all preparation and action to ensure they are always presented at a high standard
- Using basic security equipment and acting as first point of contact with the emergency services as directed
- To replenish of consumable toiletry stock as required including assisting with ordering stock
- To support the Facilities Manager with routine H&S, Water safety & Fire Risk Management monitoring and testing
- Ensuring that the Premise Licence, Health & Safety at Work Act and Customer Care Policy are always adhered to

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

### PERFORMANCE MEASURES

- **Maintenance Completion Rate**  
At least 95% of scheduled maintenance tasks and reactive repairs are completed on time and to the required standard.
- **Venue Readiness**  
Ensure 100% of performance and event spaces are prepared, clean, and operationally ready before public and artist access deadlines.
- **Health & Safety Compliance**  
Maintain full compliance with health and safety regulations, with zero reportable incidents due to facilities-related issues.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.

