

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

Role Title	Deputy Buildings and Technical Manager
Reports to	Buildings & Technical Manager
Responsible for	Venue Technicians
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum inclusive of Public bank holidays
Salary	£40,000
Location	Wycombe Swan - High Wycombe

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

We are recruiting for a **Deputy Buildings and Technical Manager**. You will be a key member of the Management Team, supporting the Buildings and Technical Manager in leading the Technical Team, overseeing all technical aspects of productions, events, as well as supporting the building’s maintenance and health and safety compliance. You will support the delivery of all stage and technical requirements for performances, productions and events, ensuring they are met to a high standard. In doing so, you will help the venue maintain exceptional artistic quality and deliver excellent customer service to its external partners and audiences.

KEY RESPONSIBILITIES

Technical Management

- Support the Buildings & Technical Manager as a key point of contact for visiting companies and artists and be fully conversant with their stage and technical requirements to deliver an excellent service to all clients.
- Assist in the day-to-day management of the Technical Department, including rota planning, scheduling, and monitoring of departmental budgets.
- Support the oversight of technical operations for all performances and events, including lighting, sound, AV, staging, and rigging, ensuring safe, efficient, and high-quality delivery.
- Take a practical role in the operation of technical equipment as required, including providing stage management/duty technical support during performances and events.
- Assist with the accurate recording and timely submission of technical recharges for production settlements.
- Deputise for the Buildings & Technical Manager as required, including taking an active role in production management for the annual pantomime, Summer Youth Project and any other house-produced events

Building and Maintenance

- Support the planning, implementation, and monitoring of a proactive Planned Preventative Maintenance (PPM) program for the building and all technical infrastructure.
- Assist with monitoring compliance against statutory requirements, including LOLER, PUWER, PAT, Fire Safety, Emergency Lighting, Water Checks and other relevant building regulations and compliance.
- Liaise with contractors, service providers, landlords, and relevant authorities to ensure building systems remain safe, compliant, and operational.
- Support the delivery of approved capital and maintenance projects, ensuring works are completed safely, on time, and within agreed budgets.
- Maintain accurate and up-to-date service records, inspection documentation, and certification.

People Leadership, Recruitment & Development

- Provide day-to-day supervision and professional leadership for Senior Technicians, Technicians, Maintenance Assistant, and Casual Crew.
- Manage people processes for the technical team, including recruitment, onboarding, performance management, regular 1:1s, and development planning in line with Group HR procedures.
- Support training needs and skills development across the department.
- Help create a positive, inclusive, and professional working environment that supports collaboration and high performance.

Health & Safety & Compliance

- Support and promote the implementation of company Health & Safety policies and procedures in line with current legislation and best practice.
- Prepare, review, and monitor risk assessments and method statements for technical and building operations, escalating risks where appropriate.
- Contribute to local Health & Safety Committee meetings and wider group-level safety discussions.
- Support emergency planning, including business continuity and counterterrorism arrangements, and provide visible leadership during incidents.
- Foster a strong safety culture, leading by example and ensuring safe systems of work are followed by staff, casual crew, and visiting companies.

ABOUT YOU

We are looking for individuals that can work as part of a team and individually to achieve and deliver Our Values: Creativity, Collaboration, Excellence, and Respect.

As a Deputy Buildings and Technical Manager, you are a detail-oriented professional with a passion for the performing arts. You have experience in managing technical operations and your strong leadership and problem-solving abilities allow you to efficiently coordinate a diverse team. You excel in communication and collaboration, always ensuring safety and technical excellence.

YOUR EXPERIENCE

- Minimum of two years' experience in technical theatre management or a senior technical role.
- Demonstrable experience of leading and developing teams, including permanent, part-time, and casual staff.
- Strong all-round technical knowledge, including lighting, sound, stage management, flying, and rigging.
- Proven experience of Health & Safety management, including risk assessments and statutory compliance.
- Good understanding of building maintenance requirements within a performance venue.
- Ability to undertake regular manual handling tasks, using safe working practices and team-based lifting where appropriate.

DESIRABLE

- Health & Safety qualifications (e.g. IOSH, NEBOSH).
- IPAF, PASMA, or Working at Height training.
- Experience with counterweight flying systems.
- Familiarity with ETC lighting consoles, digital sound desks, and AV systems.
- Understanding of sustainability practices in venue operations, including energy efficiency and waste reduction.

This role is subject to a Disclosure and Barring Service (DBS) check or other security screening, depending on the specific requirements of the position.

The post holder will carry out any other duties as appropriate to the post and as requested by the Theatre Director. 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.

FOR MORE INFORMATION

Please contact Ben Terry, Buildings and Technical Manager - Ben.Terry@trafalgar.global

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.