



JOB DESCRIPTION & PERSON SPECIFICATION

Theatre Technician

KEY INFORMATION

Role Title	Theatre Technician
Reports to	Building & Technical Manager
Hours	Working hours will include evenings, weekends, and Bank Holidays.
Contract	40 hrs/week 5 days out of 7
Annual Leave	34 days per annum (includes public holidays)
Salary	£28,500.00
Location	Glasgow

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 focused 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, Helen O'Grady Drama Academy, London Theatre Direct, Jonathan Church Theatre Productions, Imagine Theatre and Chiswick Cinema

ABOUT TRAFALGAR THEATRES

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused 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.

Trafalgar Theatres is the venue-operating division of Trafalgar Entertainment (TE). We currently operate 21 venues; including 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 THE ROLE

As a member of the Technical Team, the post holder will be responsible for assisting with get ins, get outs, show operations, and other related duties for the diverse range of productions and events staged by professional and amateur companies at the Theatre. The post also includes assisting with the routine maintenance of the facility, as directed by the Deputy Tech Manager

We are looking to appoint a multi-skilled Technician to ensure a smooth running, efficient and safe working environment for all staff and visiting companies, to assist with building maintenance and to strive to offer the best possible service to all users of the Theatre.

Key Accountabilities

Strategic

- With other members of the technical team, contribution as required to the achievement of the Theatre's Business Plan and its relevant targets and objectives.

Operations

- Assist the Deputy Tech Manager with the management and supervision of the Pavilion pool of technical casuals to ensure that all events are appropriately staffed.
- Assist the Deputy Tech Manager with the keeping of records of maintenance work and stock checks, to ensure that stock levels are appropriate and monitored.

- As part of the technical team, ensure that the highest level of professionalism is achieved in the staging of all events at the Theatre. The post holder will work closely with visiting companies and artists, both professional and amateur, and be fully conversant with their stage and technical requirements. The post holder will ensure that the technical department deliver first class standards of customer care to all internal and external clients.
- As part of the technical team, the post holder will be responsible for the operation of all technical and building systems including sound, lighting, rigging, power, and flying equipment.
- The post holder will assist visiting performers and companies with the get in of all staging and electrical equipment. Assist in the provision of all technical services including, but not limited to, rigging, and focusing of lights and any additional sound installations as required.
- At the conclusion of performances and events, the post holder will assist in the breakdown and get out of all staging and equipment and ensure all technical and stage areas are clear of personnel and performers, ensure that all areas are clear and secure, and all equipment is intact.
- When required, the post holder will assist with staging and production duties. To stage manage, deputy stage manage or stage crew for a wide variety of productions. To include get ins, fit ups, and get outs.
- To advise and assist companies on production matters at pre-event planning meetings and on the day of the event.
- To maintain stage, lighting, sound, and other equipment as required. Including fault diagnosis and repair, PAT testing etc.
- General building maintenance of the venue, to include (but not restricted to) lamp rounds, fire checks, general painting etc.
- Set up function rooms, furniture and AV equipment as required.

Health and Safety

- The post holder will abide by relevant health and safety and licensing requirements and will also ensure all visiting performers and personnel conform to these requirements, and that good housekeeping procedures are adopted. The post holder will also assist the Deputy Tech Manager in the creation and implementation of relevant Health & Safety and licensing related policies and procedures.
- To act, when required, as Duty Fire Officer during performances ensuring the safety of performers, staff, and patrons
- To be a designated key holder and to undertake and ensure the safety and security of the building as required.

Person Specification

Essential

- A strong team player.
- A working knowledge of lighting and sound desks.
- A working knowledge of get ins and get outs, with a comprehensive understanding of building sets and rigging lighting, AV and PA.
- Working knowledge of counterweight flying systems, rigging systems, winches, trusses, and chain hoists including electric and manual types.
- An understanding of electrics including single and three phase heavy mains.
- A working knowledge and understanding of technical health and safety.
- Ability to use Microsoft Word, Excel, Outlook, and PowerPoint.
- Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving.

Desirable

- A working knowledge of the CDM requirements & regulations within the entertainments industry.
- The ability to use power tools, and work on general building maintenance.
- An understanding of fire safety operation including operating fire alarm panels.
- An understanding of security requirements in a technical environment.

Personal

- The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.
- A flexible attitude and willing to work to meet programming requirements, including evenings, weekends and banks holidays as required.
- A willingness to undertake developmental opportunities.

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.

