

KEY INFORMATION

Role Title	Technician
Reports to	Technical Manager
Hours	1816 per annum
Contract	Annualised Fixed Term
Annual Leave	33 days per annum, inclusive of Public bank holidays
Salary	£33,500
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

As a Theatre Technician you are vital to the success of our business. You will play a pivotal role ensuring the stage and technical requirements are delivered to the highest professional standard for all performances. You will report to the Technical Manager in ensuring the smooth operation of Eastbourne Theatre's Technical Department and Building maintenance.

As Theatre Technician, you will be responsible for:

- Carrying out technical duties including, but not limited to 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 Eastbourne Theatres.
- Undertaking Duty Technician responsibilities as required.
- Assisting with the routine maintenance of technical equipment, as directed by the Technical Manager and Heads of Department.
- Ensuring a smooth running, efficient and safe working environment for all staff and visiting companies.
- Assisting the Technical Manager and Heads of Departments with the supervision of the Eastbourne Theatre's pool of Casual Technicians to ensure that all events are appropriately staffed.
- Assisting the Technical Manager and Heads of Departments with the keeping of records of maintenance work and stock checks, to ensure that stock levels are appropriate and monitored.

- Maintaining stage, lighting, sound, and other equipment as required. Including fault diagnosis and repair, PAT testing.

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

ABOUT YOU

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

Key attributes

- Passion for theatre / live entertainment.
- Knowledge of technical theatre and stage craft, with an understanding of protocols such as DMX, ETC EOS software, QLAB and digital sound desk, counterweight flying systems, rigging and set construction, as well as projectors.
- A strong interest in developing the maintenance across the site
- An exceptional eye for details.
- Willingness to learn new skills.
- Great team spirit.
- Strong Communication and listening skills.
- Understanding of health and safety.
- Able to work safely at heights using ladders, tallescopes and from lighting rigging positions.
- Ability to work effectively at busy times.

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

JOB ROLE

KEY RESPONSIBILITIES

- Exercise the highest level of professionalism in the staging of all events at Eastbourne Theatre's. Working closely with visiting companies and artists (both professional and amateur) and be fully conversant with their stage and technical requirements.
- Work closely with the Heads of Departments on the safe operation of all technical and building systems including sound, lighting, rigging, power and flying equipment, following Eastbourne Theatre's policies and procedures.
- You will assist visiting performers and companies with the get in of all staging and electrical equipment, and provide all technical services including, but not limited to, rigging and focusing of lighting, sound operation, set construction, and counterweight flying.
- Ensure that the staging and management of all productions and events are managed to the highest safety standards, including the operation of sound, lighting and stage management and flying during rehearsals and performances.
- Supporting and assisting the Technical Manager in the implementation of technical maintenance schedules and cleaning schedules.
- Assist the Heads of Departments in the use of venue's approved online portals for the reporting of venue-specific information. Training on these will be given.

- To assist with the maintenance of all technical equipment as appropriate and ensure up-to-date records are kept, with a key focus on portable appliance testing, where training will be given.
- Support and assist the Technical Manager and Heads of Departments as needed with maintenance and upkeep all facilities.

Health & Safety

- Assisting the Technical Manager and Heads of Departments in working to and developing Safe Systems of Work and Risk Assessments for Eastbourne Theatre events and facilities as appropriate.
- Ensure all duties are carried out in accordance with departmental and company Health and Safety procedures.
- Ensure the safety and comfort of staff, customers, and clients at all times whilst on the premises.
- Attend Health and Safety meetings as required.

Recruitment, Training and Development

- Undertake any relevant training and development that may be required, and to keep abreast of relevant industry developments.
- Assist in the deliverance of in-house training and staff briefings as required, ensuring they are correctly documented.
- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.

This is not an exhaustive list of duties. You will be required to adopt a flexible approach to your role and responsibilities and from time to time, you may be required to undertake alternative or additional duties which will be commensurate with your skills, experience, and capabilities.

PERFORMANCE MEASURES

- **Venue Financial performance, achieved through control of costs**
- **Internal and external audit scores for Health and Safety and Facilities Management**
- **Visit Feedback scores from front-of-house and back-of-house customers.**
- **Personal development/training and the development of the technical team.**

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.