

KEY INFORMATION

Role Title	Technician Palace & Dixon
Reports to	Buildings & Technical Manager
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum inclusive of public bank holidays
Salary	£30,000 per annum
Location	Southend on Sea, Essex

ABOUT TRAFALGAR ENTERTAINMENT (TE)

Founded by **Sir Howard Panter** and **Dame Rosemary Squire** in 2017, **Trafalgar Entertainment** is an award-winning global live-entertainment business, producing plays and musicals, theatre and venue ownership and operations, live music and comedy, events and hospitality, Performing Arts education, ticketing, the distribution and filming of event cinema and TV live-streaming innovative content through Trafalgar Releasing Ltd (from David Tennant in Macbeth to Taylor Swift).

ABOUT TRAFALGAR THEATRES

Trafalgar Entertainment is home to **Trafalgar Theatres** (with 23 venues in the UK, Sydney, London, and across the UK), including four London Theatres - **Trafalgar Theatre**, **The Bridge Theatre**, **The Lightroom King's Cross** and the new **British Airways Theatre, Olympia**.

We are passionate about entertainment, audiences, and the live experience and we value **Creativity, Collaboration, Excellence and Respect**.

ABOUT THIS ROLE

As part of the technical team the post holder will be responsible for all technical and associated aspects of stage and events presentation, ensuring the Cliffs Palace Theatre's standards of professionalism and presentation are maintained at all times.

The successful candidate will have an in-depth working knowledge of lighting and sound rigging and operation, gets ins and get outs, building sets, hemp flying and technical health and safety. An understanding of fire safety, security requirements and event planning is desirable. Excellent verbal communication and time management skills are essential, as is the ability to lead and train a team. The role includes lone and assisted manual handling tasks.

KEY RESPONSIBILITIES

- Manage the day to day running of the Dixon Studio, for both performances and the support of Southend Theatres extensive education program.
- Design, rig and operate technical equipment in the Dixon Studio based on the requirements of hirers.

- Act as central point of contact for all Dixon Studio shows, including pre-show liaison, booking and management of casual staff and preparation of internal rider documentation.
- Under the direction of the Technical Manager, basic technical maintenance tasks at the Palace Theatre complex.
- Arrange and conduct pre-show meetings with both hirers and venue management and communicate show requirements to the rest of the technical team in line with the organisations systems of work.

Strategic & Operations

- Be responsible for the operation of all sound and lighting equipment including the theatre sound desk and lighting board as part of the technical team Within the Dixon studio & Palace Main house.
- Assist the technical administration team when required with booking and monitoring casual staff in order to meet the staffing demands of the venue, in line with guidelines set by the Technical Manager.
- Work independently, with guidance from the Technical Manager, to ensure that the operation runs as smoothly as possible within the correct timescale.
- Operate flying systems and follow spots.
- Assist visiting performers and companies with the get in of all staging and electrical equipment.
- Assist in the rigging and focusing of lights and any additional sound and power installations as required.
- Assist in the breakdown and get out of all staging and equipment at the conclusion of performances and events.
- Ensure he/she is fully aware of the exact requirements of forthcoming presentations and other duties and ensure such requirements and obligations are met in full.
- When required, assist the Technical Team or incoming stage managers with staging and production duties.
- Exercise the highest level of professionalism in the staging of all events at the Dixon Studio and Palace Theatre, working closely with visiting producers and artists both professional and amateur and being fully conversant with their stage and technical requirements.
- Promote good customer relations, particularly with amateur companies.

- Ensure all technical and stage areas are clear of personnel and performers at the conclusion of events and performances. Ensure that all areas are clear and secure and all equipment is intact.
- Ensure that all technical and stage equipment is properly operated and maintained and that all technical and stage areas are kept clean, tidy and safe.

Health & Safety

- Abide by relevant health and safety and licensing requirements, and ensure all visiting performers and personnel also conform to these requirements.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend staff meetings as required.
- Carry out any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder

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.