

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

Role Title	Venue Technician
Reports to	Buildings & Technical Manager & Deputy Buildings & Technical Manager
Responsible for	Day-to-day supervision of Casual Technicians and Casual Crew as required.
Hours	Full-time, 40hpw
Contract	Permanent
Annual Leave	33 days per annum inclusive of Public bank holidays
Salary	£30,500
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 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, 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

We are recruiting for a Venue Technician at Wycombe Swan.

As a member of the Technical Team, you will support the delivery of performances, events and commercial activities across all areas of the venue, including the Main Auditorium, the Old Town Hall and the Oak Room. The role supports a diverse programme of touring productions, community events, conferences, graduations and corporate hires.

You will work closely with visiting companies, artists, promoters and colleagues to ensure all productions and events are delivered safely, efficiently and to the highest professional standards. You will play an important role in helping the venue maintain exceptional artistic quality while delivering excellent customer service to clients, partners and audiences.

KEY RESPONSIBILITIES

Technical Operations

- Support the delivery of all performances, events and commercial activities across the Main Auditorium, Old Town Hall and Oak Room.
- Assist visiting companies with get-ins, fit-ups, rehearsals, performances and get-outs, ensuring a professional and efficient delivery of technical services.
- Carry out show operation duties and operate technical equipment including lighting, sound, AV, staging and flying systems as required.
- Undertake Duty Technician responsibilities for performances, events and hires, acting as the primary technical contact on shift and responding to operational issues as required.
- Support and provide day-to-day guidance to casual technicians and crew, ensuring work is completed safely, efficiently and to venue standards.
- Assist in the inspection, maintenance and safe operation of technical and building systems, workshops, stage areas and storage spaces, reporting defects and supporting minor repairs where appropriate.
- Assist with technical and operational requirements for conferences, graduations, weddings, community events and commercial hires across all venue spaces.
- Support in-house productions, pantomime, youth projects and other venue-produced events as required.

Building and Maintenance

- Support the upkeep, maintenance and safe operation of the venue's technical infrastructure and building systems.
- Carry out routine inspections, lamp rounds, fire safety checks and basic maintenance activities.
- Assist with PAT testing, fault diagnosis and minor repairs where appropriately trained.
- Support contractors working on site, ensuring work is undertaken safely and in accordance with venue procedures
- **Support environmentally responsible working practices including energy management, recycling and sustainable use of resources.**

Health & Safety & Compliance

- Support and promote the implementation of company Health & Safety policies and procedures in line with current legislation and best practice.
- Assist with the implementation of safe systems of work, risk assessments and method statements for technical and building operations, escalating risks where appropriate
- Ensure visiting companies, contractors and casual staff comply with relevant venue health, safety and fire safety requirements.
- Operate equipment safely and report defects, hazards or incidents promptly.

Teamwork & Development

- Work collaboratively with colleagues across all departments to support the successful delivery of performances, events and commercial activities.
- Support casual technicians and crew in the delivery of events, promoting safe and efficient working practices.
- Participate in training, development and learning opportunities relevant to the role.
- Contribute to a positive, professional, inclusive and respectful working environment.
- Maintain and develop technical knowledge, competencies and statutory certifications relevant to the role.

ABOUT YOU

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

As a Venue Technician, you are passionate about theatre and live events and take pride in delivering high technical standards across a diverse programme of performances and events.

You are a practical and motivated individual with experience of technical theatre operations. You work safely, communicate effectively and remain calm under pressure, building positive relationships with colleagues, visiting companies and clients.

YOUR EXPERIENCE

- Experience working within a professional theatre, live entertainment venue or similar environment.
- Good working knowledge of get-ins, fit-ups, show operation and get-outs.
- Experience operating lighting, sound and stage equipment.
- Understanding of rigging systems, trusses, chain hoists and flying systems.
- Basic understanding of electrical systems including single and three-phase power.
- Good understanding of Health & Safety practices within a technical environment.
- Ability to undertake manual handling and physical tasks safely.
- Excellent teamwork and communication skills

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.