TRAFALGAR THEATRES

KEY INFORMATION

Role Title	Casual Wardrobe and Backstage Technician
Reports to	Buildings & Technical Manager
Responsible for	With other members of the technical team, contribute as required to the achievement of Swindon Theatres business plan and its relevant targets and objectives.
Hours	Working hours will include evenings, weekends, and Bank Holidays.
Contract	Casual
Annual Leave	N/A
Salary	£12.71 per hour plus enhanced hours or TMA Payments
Location	Swindon Theatres

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 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.

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

As a member of the technical team, the post holder will assist with the preparation of, setting up and a variety of operational duties in respect of the diverse range of productions and events staged by professional and amateur companies, as well as the routine maintenance of the facility, as directed by technical team and management.

As the postholder is responsible for:

- To ensure that relevant costume requirements and dressing needs are met in an efficient, effective, flexible and friendly manner at all times
- To provide support for members of the acting companies
- To work in a co-operative and collaborative manner with all staff within and outside of production areas
- To oversee the running of performances
- To maintain a record of working time

This Job Description is not an exhaustive description of your duties. 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.

ABOUT YOU

We are looking for individuals that can collaborate as part of team to achieve excellent customer service.
Key attributes:

Passion for theatre / live entertainment.
Knowledge of technical theatre/theatre craft from accredited institute along with understanding of protocols such as DMX, ETC EOS software QLAB and digital sound decks (not essential.)
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, telescopes and from lighting bridges.
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

For more information about Trafalgar Entertainment and Wyvern and Arts Centre Theatres please see www.swindontheatres.org.uk

KEY RESPONSIBILITIES

1. **Strategic**
   To set up and run, lead and manage the Wardrobe Maintenance Department, ensuring effective and efficient technical support is in place to the highest possible standard.

2. **Operations**

3. To maintain all relevant paperwork and cue sheets necessary for the smooth running of all performances.
4. To ensure the smooth running of all rehearsals, performances and changeovers of shows performed
5. To ensure the maintenance of all costumes is completed to the highest standards at all times.
6. To oversee and participate in the provision of wardrobe maintenance and dressing support for shows performed.
7. To ensure that all maintenance wardrobe work is achieved within the time constraints set and to advise on necessary time to be scheduled and any deviation from that schedule in carrying out the required work.
8. To respond to and co-operate with the needs of the company and stage management to enable a positive and supportive solution to relevant problems
9. To undertake the procurement and maintenance of adequate stocks of consumables, tools and maintenance equipment for the running of the department.

10. **Health and Safety**
    - Ensure the safety and comport of customers and visiting companies at all times whilst on the premises.
    - To develop a good working knowledge of the two buildings facilities and services.
    - To assist in protecting and safeguarding the buildings and their content from possible theft, damage, and abuse by carrying out assigned duties as directed and abiding by policies and procedures issued.
    - To abide by relevant Health and Safety licensing requirements and to ensure all visiting performers, contracts and the general public also conform to these requirements.

11. **Recruitment, Training and Development**
    - To agree to undertake training and development as appropriate and to also keep apprised of developments and current practises within technical theatre.

12. **Other Responsibilities**
    - Dress in accordance with our company uniform policy and wear personal protective equipment where issued and instructed.

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PERFORMANCE MEASURES

- Informal 121s.
- Annual Appraisal

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We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.