TRAFALGAR THEATRES

KEY INFORMATION

Role Title	Casual 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:

1. Assist and support with the "get ins", preparation, running, pack down and "get outs" of shows and events.
2. Moving scenery and equipment during productions as well as working with lighting, sound, wardrobe, AV, rigging and special effects
3. Maintain Health and Safety and Fire Safety procedures.
4. Collaborate with all visiting producers and artists to promote good customer relations.
5. Attend all required training.

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**
   - Identify improvement projects and in conjunction with the technical management discuss and carry out improvement works.
2. **Operations**
   - To support and assist the technical team in achieving all required levels of performance and presentation to maximise the efficiency and impact of the technical department in the successful operation of the two venues.
   - As part of the technical team, assist with the setting up of shows and events and to assist with various operational duties as instructed, including the operation of counterweight flying, lighting design and operation, sound design and operation and the understanding of both intelligent lighting systems and digital sound consoles.
   - To assist with moving scenery and equipment during a production, working with lighting, sound and special effects as directed.
   - To assist visiting companies and performers with the get-in and get-out of all staging and electrical equipment as directed.
   - As part of the technical team, to work closely and promote good customer relations with all visiting producers and companies.
   - Carry out routine maintenance on the two venues technical equipment and systems as directed by the technical team.
   - To assist in the management of contractors as required.
3. **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.
4. **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.
5. **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.

If this sounds like you, we'd love to hear from you. Please submit a CV and Covering Letter as to why you think you are suitable for the role via the Recruitment Portal.

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