

TRAFALGAR THEATRES

KEY INFORMATION

Role Title	Technician (full time)
Reports to	Buildings & Technical Manager
Responsible for	With other members of the technical team, contribute as required to the achievement of the Swindon Theatres business plan and its relevant targets and objectives.
Hours	Working hours will include evenings, weekends, and Bank Holidays.
Contract	Full time (40 hours) working within 5 days out of 7
Annual Leave	33 days per year (inclusive of bank holidays)
Salary	£30,102
Location	Swindon Theatres (Wyvern Theatre and Swindon Arts Centre)

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 16 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

The Technician post holder will lead and help manage and direct the casual technical team in 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 venues.

As the postholder is responsible for:

1. Manage, 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 is not an exhaustive list of duties, from time to time you may be required to undertake such alternative or additional duties these will 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 institutes along with understanding of protocols such as DMX, ETC EOS software, QLAB and digital sound desks (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, tallscopes 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.
For more information about Trafalgar Entertainment and Wyvern Theatre and Swindon Arts Centre please see www.swindontheatres.org.uk

JOB ROLE: Technician

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 comfort of customers and visiting companies at all times whilst on the premises.
 - To develop a good working knowledge of the two venue's 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 practices within technical theatre.
5. Other Responsibilities
 - Dress in accordance with our company uniform policy and wear personal protective equipment where issued and instructed.

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.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

- Essential
 - Experience of working as part of a team.
 - Previous experience working in a busy theatre environment.
 - Literacy, computer literacy and numeracy as appropriate to the role.

- Desirable
Knowledge and use of theatre lighting and sound systems including rigging, focusing, plotting and problem solving and testing.
Knowledge and use of counterweight flying systems and temporary rigging solutions such as chain hoists.
An understanding of electrics including single and three phase heavy mains power.
Ability to work safely at height, using ladders and other access equipment and from the tension wire grid area and fly floors.
An understanding of security requirements in a technical environment including fire safety.
The ability and understanding to use power tools and work on general buildings maintenance.
Management of staff.
Experience of working with young people.
- Personal
Enthusiasm for the performing arts and entertainment.
- Reliable, with a flexible and pro-active attitude.
A strong customer service focus and a genuine desire to deliver an excellent experience every time.
A “can do” attitude and a positive, flexible approach to the job role, work colleagues and peers.
A presentable, professional and approachable manner which sets an example for others to follow.
Willing to work flexible hours including evenings, weekends and Bank Holidays.
A good sense of humour.

PERFORMANCE MEASURES

- Informal 1-to-1s.
- Annual Review

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