



POSITION: Technical Manager.
LOCATION: Trafalgar Theatre, London.
REPORTING TO: Technical Manager.
HOURS: 40 hours per week, to include evenings and weekends.

The **Trafalgar Theatre** opened its doors in July 2021, following an extensive internal renovation, which has seen the restoration of the former Trafalgar Studios into a single, two-tiered auditorium, the complete renovation of the main foyer and bars in an art deco style and significant improvements to the washroom facilities. Trafalgar Theatre is now host to the beloved Tony, Grammy and Olivier Award-winning smash hit musical *Jersey Boys*, which has made its much-anticipated return to the West End.

Person Specification

We are looking for a highly motivated and adaptable individual to join our team as **Technical Manager**, who will represent the theatre with professionalism at all times. This role demands dedication, flexibility, and an ability to respond to the demands an exciting venue, as well as the ability to be consistently pro-active and a willingness to seek solutions to any issues as they arise.

As the technical department are responsible for maintaining the theatre building and its internal systems, the successful candidate will possess competency in electrical maintenance and a high level of manual skills. They will have demonstrable experience and a working knowledge of electrical machinery and equipment, as well as excellent carpentry skills, an ability to operate stage machinery and equipment, and basic plumbing skills.

The successful candidate will also possess the experience and ability to successfully performance manage and lead their technical team, helping them to develop their skill set and motivating them to achieve and maintain excellent levels of service to both the venue and to its customers.

They will also actively seek to learn and improve their own skill set and will take responsibility for their professional development, to ensure that they are able to make an ongoing contribution to the success of this wonderful theatre.

Key Responsibilities

- **Resident Productions and One-Off Events**
 - To facilitate the efficient running of resident productions, responding to the needs of the producers, creatives and production staff as required, on a daily basis.

- To oversee and ensure the safe and efficient get-in, fit-up and get-out of all productions, including carrying out the induction of production staff into the building and ensuring that all Health & Safety guidelines are clearly communicated and followed.
- To provide stage services, when necessary or appropriate, for one-off events, hires and workshops.
- **Building Maintenance**
 - To ensure the safe and efficient operation and maintenance of all stage machinery and electrical equipment located in the theatre and to assist the General Manager in arranging both periodic maintenance inspections and repairs and maintenance as required.
 - To obtain quotations and specific technical information relating to all maintenance matters.
 - To implement planned preventive maintenance, co-ordinating maintenance cover, and assisting and overseeing service maintenance contractors while on-site.
 - To ensure all periodic testing of lifting and other equipment is carried out on time.
 - To carry out daily visual inspections of the building and to report any damage and maintenance issues to the General Manager.
 - To carry out general maintenance and repairs, as required.
 - To ensure that lamping and general maintenance of building lighting in the theatre is carried out within the agreed parameters.
 - To ensure the safe, tidy and efficient use of the storage areas within the theatre.
- **Health & Safety**
 - To attend Venue Health and Safety Meetings and Operations Meetings.
 - To adhere to all Health & Safety procedures to minimise the risk of injury and accidents.
 - To report any incidents, accidents and near misses to the Theatre Management.
 - To complete departmental risk assessments and COSHH (Control of Substances Hazardous to Health) assessments.
 - To periodically review departmental Health & Safety procedures and risk assessments.
 - To ensure that all maintenance work is carried out in a safe manner and complies with current entertainment licensing, fire, building and Health & Safety legislation.
 - To act as part of the venue's Emergency Response Team and to ensure the safe execution of the Business Resilience & Continuity Plan.
 - To comply with rules and conditions relating to the licences held with Westminster Council.
 - To understand and implement the venue's COVID-19 policy and procedures, reporting any instances of non-compliance to the COVID-19 Compliance Officer.
 - To attend any Health & Safety training, as required.
- **Human Resources**
 - To recruit permanent and casual technical staff, as required, ensuring that the Technical Department is always fully staffed and that a duty technician is on duty at all times.

- To engage production staff required to facilitate get-ins, fit-ups and get-outs of resident and visiting productions.
- To ensure that staff are kept fully up to date with technical and maintenance procedures and working practices.
- To manage the performance of the Deputy Technical Manager and Technical Chargehand, as well as casual technical staff, ensuring that they are appropriately trained, encouraged and supported in their professional development by offering regular feedback and support through the HR Clear Review system, to ensure that business and departmental objectives are achieved.
- **General Duties**
 - To represent the department at operations meetings and any other meetings as required.
 - To raise purchase orders for authorisation by the General Manager, as required, for the ordering of materials and services required by the technical department in accordance with the company's approved procedures.
 - To ensure that all expenditure is kept to within agreed budget.
 - To complete and submit accurate weekly timesheets.
 - To complete the department's other general administrative duties, including formulating the department's rota and completing production paperwork.
 - To actively engage with the company's HR Clear Review system, attending regular check-ins with the General Manager, providing feedback for colleagues and working towards agreed goals.
 - To ensure business and departmental objectives are achieved through their team.
 - To represent the theatre in a professional manner at all times, providing excellent internal and external customer service to company colleagues, visiting production staff and building contractors.
 - To attend training courses, as required, and take responsibility for ongoing professional development.
 - To complete any other delegated task that may assist the company in achieving its business objectives, as required and agreed with the General Manager.

Essential Criteria

- A demonstrable ability to manage and lead a team, pro-actively identifying tasks to be completed on a daily basis, as well as identifying the training needs of their staff and ensuring their professional development.
- Experience in the operation and maintenance of electrical machinery and equipment.
- Experience and a working knowledge of stage electrical and sound systems.
- Competent carpentry skills and a proven ability to operate stage machinery and equipment.



- Experience in supervising, maintaining and improving Health & Safety processes and ensuring that Health & Safety requirements are met.
- An adaptable and flexible mindset, with the ability to change focus and respond to immediate demands, as required.
- The ability to remain professional under all circumstances and a desire to provide the highest standard of service to work colleagues, production staff, visitors and building contractors.
- Excellent communication skills, with demonstrable experience in relaying information to other departments within the same business.

Desirable Criteria

- IOSH Managing Safely certificate.
- Training and experience relating to formulating risk assessments and managing a safe working environment.
- First aid qualification.



How to Apply for this Position

Candidates are advised to visit the Trafalgar Entertainment website and download an application form. This can be found at the following link:

<https://www.trafalgarentertainment.com/careers/jobs-board/>

Completed application forms should then be sent by e-mail to:

recruitment@trafalgarentertainment.com.

Please use the subject line **TM Application**.

Closing Date

All applications must be received by 5.00pm on Sunday 10th October 2021.

Queries

Any queries should be addressed to Christina Horsepool (Theatre Manager) at trafalgarmanagement@trafalgarentertainment.com.