



**POSITION:** Deputy 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 **Deputy 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.

The successful candidate will possess the experience and ability to work on their own initiative, while forming part of a close team, whom they help to motivate to achieve excellent levels of service to both the venue and to its customers. They will also actively seek to learn and improve their skill set, including their managerial skills, 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 help ensure the safe and efficient get-in, fit-up and get-out of all productions, ensuring 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 help ensure the safe and efficient operation and maintenance of all stage machinery and electrical equipment and to assist the General Manager and Technical Manager in arranging both periodic maintenance inspections and repairs and maintenance as required.

- To carry out general maintenance and repairs, as required.
- **Health & Safety**
  - To attend Venue Health and Safety meetings, Operations Meetings and training courses, as required.
  - To carry out the safety induction of production staff and building contractors.
  - To adhere to all Health & Safety procedures to minimise the risk of injury and accidents and to assist in completing departmental risk assessments and COSHH (Control of Substances Hazardous to Health) assessments.
  - To act as part of the venue’s Emergency Response Team and to ensure the safe execution of the Business Resilience & Continuity Plan.
- **General Duties**
  - To assist the Technical Manager in completing the department’s general administrative duties, including completing and submitting accurate weekly timesheets, formulating the department’s rota, raising purchase orders and completing production paperwork.
  - To support the Technical Manager in ensuring business and departmental objectives are achieved through the team.

### **Essential Criteria**

- 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.
- A demonstrable ability to work alone and as part of a team, pro-actively identifying tasks that can be completed when unaccompanied.
- 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**

- Management experience.
- 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](mailto:recruitment@trafalgarentertainment.com).

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

### **Closing Date**

All applications must be received by 5.00pm on Sunday 31st October.

### **Queries**

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