

A black and white photograph of the Trinity Church tower, showing its Gothic architecture with a clock face and a sign that reads 'Trinity'. The tower is the central focus, with a large pink title 'Trinity' overlaid on the right side of the image. The sky is cloudy, and some trees are visible on the right.

# Trinity

Technicians Job Pack

November 2021

# Who Are You?

Trinity is looking for passionate and enthusiastic individuals to join our technical team on a full or part time basis. The team directly supports the running of over 500 events a year. These roles would be suited to applicants with technical experience of working in a venue or for shows in a freelance capacity and are looking to take a step up into a larger or more extensive venue. This could be a great opportunity to develop sound and lighting skills by working in a venue with a wide variety of shows.

The successful applicants must be prepared to work evenings and weekends in a flexible manner around theatre requirements.

With recent large capital awards and exciting growth Trinity stands ready to begin a new chapter and this role will be key to unlocking our aspirations and potential.



# Job Description

**Job Title:** Technicians

**Responsible To:** Head Technician

**Purpose of Role:**

The primary purpose of the Technician positions is to work within and ensure the safe and efficient working of the performance and technical areas of the venue, and to assist in the delivery of performances. The Technicians will work closely with visiting companies, hires and internal event programmers to provide a high level of technical support and will also take responsibility for the effective delivery of the Cinema and Event Cinema offering.



# Job Description

## Key Responsibilities:

- To assist in the running of events, leading when required, ensuring that all requirements are met to health and safety standards in accordance within entertainment regulations
- To set up, operate, design and maintain all lighting and sound equipment as required.
- To provide support and give practical technical assistance to visiting companies and artists and Trinity in-house productions.
- To lead on the day to day operation of the Trinity Cinema and Event Cinema operation, scheduling the Cinema Volunteers, ensuring the films are received, built and returned and ensuring maintenance of the equipment is carried out.
- To work alongside the Front of House Manager and Duty Managers in the event of an emergency. i.e., fire, evacuation of the theatre, back stage areas etc.
- To supervise visiting companies and volunteers and ensure they are aware of Trinity's rules and regulations.
- To assist with get ins and outs of incoming shows and events.
- To keep all stage, backstage areas and associated technical equipment tidy and well maintained.
- To carry out any other duties that may be reasonably requested and required by the department.



# Job Description

## Key Measures of success:

All visiting companies, hires and internal productions have a positive experience and follow Trinity's procedures and regulations.

The Cinema operation is successfully managed and maintained.

The technical department enhances the audience experience of seeing shows.

The Head Technician is successfully supported in the running of the technical department.

The department remains compliant with H&S regulations, in accordance with entertainment regulations

The technical areas of the venue remain tidy, clean and organised.

Technicians are successfully integrated within the overall team including Staff and Volunteers.



# Person Specification

## Essential

- A minimum of 2 years experience in a theatrical environment
- A good working knowledge of stage lighting/electrics, sound systems/equipment and AV systems/equipment
- Excellent interpersonal and communication skills
- Experience of stage management
- Knowledge of industry Health and Safety standards
- A good level of I.T. skills including proficient use of Microsoft Office and working knowledge of both PC and Mac.

## Desirable

- Experience as a Technician in a small/mid-scale receiving house
- Experience of multi-disciplinary art forms
- Experience with ETC lighting software
- Experience of digital and analogue sound desks
- A working electrical knowledge
- Experience of working with volunteers
- Experience of working with young people
- Experience of working with Spektrix
- First Aid qualified
- Full clean driving licence



# Who Are We?

Trinity is a vibrant cultural hub and registered charity in the heart of Tunbridge Wells. We offer a varied seasonal programme, inspiring all age groups with our focus firmly on enriching lives and promoting cultural togetherness. With an incredibly loyal following, in the past 39 years we have grown into a community asset, hosting over 500 diverse events annually. We are also actively changing people's lives through our varied external wellbeing initiatives. Our art gallery supports local artists and is used by colleges and art schools for their end of year shows. We also host regular community and corporate events and are a popular venue for local AGM's and seminars.

We programme a robust and diverse schedule of events, with leading touring theatre companies from across the UK, the best in arthouse and international film, live transmissions from leading national venues, renowned comedians and musicians and are well known for our own professional theatre productions and co-productions.

We have a talented and enthusiastic team of over 25 staff and over 170 volunteers, as well as employing a number of freelance artists, practitioners and casual staff to run the extensive theatre operations.

We strive to be the leading cultural venue in the South East of England and in 2017 were awarded a 5\* review in the Stage for our Christmas Show, were named *Ethical Business of the Year* at the Tunbridge Wells Love Where You Live Awards, and in 2018 and 2019 were awarded *Best Theatre in Kent* at the Muddy Stilettos Awards.



The technical team plays a critical role in facilitating performances, which directly contributes to achieving the Theatre's mission and vision, and to the delivery of the Creative and Community Priorities within our 2021 – 2024 Strategic Three Year Plan.

## Our Mission

***“To enrich the lives of our community through shared artistic experiences”***

Trinity was born out of a community spirit that saved Trinity's home from demolition and fundraised to create the charity that exists today. Over the last 40 years we have remained focussed on providing valuable artistic experiences for our local community and continuing that mission is what proudly drives Trinity and its team of staff and many volunteers.

## Our Vision

***“To be the vibrant, artistic heart of our community”***

Since 1982 the organisation has evolved into an ever stronger and richer entity, with expanded delivery and activities and continues to raise standards and upgrade its facilities further. There are many plans in place for how we can further enhance our offering for the local area as we strive to achieve our vision





## Our Values

Trinity wishes to be

- an **inclusive** organisation that welcomes and encourages anyone to become involved in and engage with Trinity, and in the arts more broadly.
- an **imaginative** organisation that takes creative and innovative approaches to delivering activities and running an arts charity sustainably.
- a **nurturing** organisation that supports, develops and cares for its staff, volunteers, partners and audiences.
- an **excellent** organisation that strives for high standards and professionalism in every way it operates from customer service to performances so that customers always have great experiences when engaging with us.
- a **magical** organisation that creates new work, that realises it can provide something special for people and one that enriches people and fills them with joy

All staff are expected to work within and promote the charity's values and approach.





## Our Audience & Reach

In 2019 we achieved:

- Total visitors of over 90,000 people
- Over 500 performances
- A social media following of over 13,000
- A growing database of 19,000 people with an above industry engagement rate for newsletters
- Over 250 Trinity Youth Theatre participants, engaging in a vast programme including workshops, musical days and sessions for children with special education needs
- 17 Senior Cinema screenings providing for over 100 members with over 450 overall ticket sales
- Over 20 gallery exhibitions
- *Best Theatre* at the Muddy Stiletto Awards for a second year running.

# Role Details and Remuneration

## Salary

The roles will be remunerated at a rate of £20,500 fte per annum, pro rata for part time.

## Hours and Place of Work

40 hours a week for full time, or part time hours to be determined. Trinity Theatre normally operates 7 days a week with events requiring technical support every day. Hours will vary week to week dependent on event requirements, with some need for evening, weekend and Bank Holiday work.

## Flexible Working

Partial remote working and flexible hours welcome subject to organisational requirements.

## Holiday

24 days a year in addition to 8 bank holidays, pro rata for part time.

## Pensions

Trinity provides statutory pension support i.e. will contribute 3% after qualifying period if employee signs up to scheme.

## Parking

Trinity provides free on-site parking to all staff whilst on-duty.

## Staff Benefits

- Automatic entry into the theatre Friends scheme at no charge.
- Complimentary tickets available subject to conditions.
- Discounts at our onsite Kitchen and Bar, both on and off duty, and complimentary hot/soft drinks.

## Probation

The probation period will be three months for both parties. Notice period will be two months for both parties.

## How to Apply/Join Trinity

To apply, please complete an application form and return it as soon as possible to the address or email below:-

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP
- [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

You are welcome to also send a CV, but this should be in addition to the application form.

The closing date for applications is Friday 10<sup>th</sup> December at midday, with interviews to follow soon afterwards.

## Further Details

### **Data Protection**

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. All information in your application is treated in the strictest confidence. Your application will be kept on file for a maximum of 12 months and then destroyed.

### **Equal Opportunities**

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process they should make contact to discuss any potential adjustments. Job shares would be considered if applications made jointly.

### **Appointments**

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.