

Breakthrough 2025 Job Description

Pavilion Dance South West – Trainee Theatre Technician – Bournemouth

Employer name	Pavilion Dance South West		
Employer Website	www.pdsw.org.uk		
Employer main contact	Joshua Ord, Technical Manager		
Employer email	jobs@pdsw.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	4 days per week, usually Tuesday-Friday but will involve frequent evening and weekend working	Hourly Wage	£12.21

Job Title	Trainee Theatre Technician
Company Overview	
<p>Who we are:</p> <p>PDSW believes that dance is for everyone. As a registered charity we are dedicated to transforming our communities through dance. Based in our wonderful historic seafront building, just off Westover Road in Bournemouth, we have two dance studios for classes and rehearsals and a 197-seat theatre.</p> <p>We give residents and visitors to Bournemouth, Christchurch and Poole the chance to take part in dance and watch high quality, live or digital dance performances from all cultures. Our communities include local audiences, people living with disabilities or ill health and world-class choreographers and dancers. We aim to welcome everyone by opening doors, deepening connections and embracing diversity.</p> <p>We are a creative centre of excellence for professional work and talent development across the South West and wider UK. Our aim is for all people and body types to be visible throughout all our work. Our programme of live shows, community work and weekly dance classes are reflective of this goal.</p>	

Job Description

The Technical Team is responsible for the day-to-day running of all technical requirements of a busy and varied programme including professional & amateur performances, workshops, masterclasses, conferences and film screenings. This is a hands-on role providing the opportunity to learn alongside the small team providing high quality technical operation of the venue, and excellent technical support to visiting artists and clients hiring spaces within Pavilion Dance, whilst working within health & safety regulations.

This role will include:

- Learn to set up and run live performance and participation events and films at any location where activity is presented
- Learn to operate and programme lighting (ETC) and sound (QLab + Allen & Heath) for a wide variety of events
- Assist external hirers with technical support, providing the best levels of customer service.
- Work with Front of House colleagues to set up spaces for classes/talks/meetings etc
- Ensure studios, workshops, stores and stage areas are kept safe and tidy
- Clean, maintain and repair where appropriate all technical equipment
- Assist with any general maintenance of Pavilion Dance where appropriate
- Attend planning meetings and rehearsals where required
- Understanding and abiding by our Health & Safety standards, enabling and championing safe working at all times
- Contribute to PDSW's commitment to reducing our environmental impact by embedding an approach of reduce, recycle and reuse across all aspects of the role.
- Participate in training sessions, staff meetings and staff development
- Support the Technical Manager to log all equipment entering and exiting the building and maintain an accurate inventory of technical equipment
- Contribute to show reports and incident reports for the Pavilion Dance South West management
- Undertake such other duties as required within the general scope and grade of the post

Additional Information

- This post involves manual handling and lifting (approx. 20kg)
- This post involves working at heights (Theatre rig 5.5m)
- This post involves late night working, weekends and Bank Holidays

The role will be based at Pavilion Dance South West, Westover Road, Bournemouth BH1 2BU

Skills and development

In addition to a commitment to our values: kind, inclusive, innovative, empowering, you will be able to show evidence of the following:

- A demonstrable interest in work with lighting & sound for productions/events
- Strong willingness to learn
- Great customer service skills in a fast-paced environment

Desirable but not essential:

- Use of ETC Ion lighting control or other lighting systems
- Use of digital Allen & Heath or other digital sound mixers
- Knowledge of how to create and use Qlab showfiles
- Rigging experience

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application what practical experience and personal qualities they could bring to Pavilion Dance; their career aspirations and what a placement would do to maximise their chances of getting a role in the industry after their placement.

Personal Qualities

- Exceptional attention to detail.
- Effective communicator who thrives in team settings.
- Maintains composure and effectiveness under pressure.
- A naturally positive outlook.
- Passionate about solving problems and finding solutions.

Future Prospects

The six months' employment will include formal and informal opportunities to explore what each member of Pavilion Dance's staff team does (from Producers to the Joint CEOs) and the skills and experience that led them to their current position, to ensure that you can use the opportunity to really think about the direction you would like to take.

The Technical Manager will meet with you weekly throughout your employment and together you will draw up a tailored support & training plan for the six months. This will include induction and on-the-job training delivered in-house by our experienced technical staff and be supplemented with suitable free external courses (eg on our lighting and sound desks - with the opportunity to follow this up with practice on our equipment).

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.