

VACANCY

Role Name: ARENA FORMAT SUPERVISOR

Annualised Hours | 28 Hours per week | Live Entertainment Environment

Salary: £19,962 per annum.

The Role

Responsible directly to the Technical Coordinator for the supervision of all casual and contracted format staff, to ensure the correct and efficient set up and running of Arena format changes, the Stage Management of events and general technical duties throughout the Plymouth Arena

What success looks like

A successful person in this role will be:

- Deliver safe, efficient and high-quality event set-ups, changeovers and breakdowns.
- Maintain high standards across lighting, sound, AV, staging and technical operations.
- Lead and support staff effectively to ensure events run smoothly.
- Uphold excellent health and safety standards and compliance.
- Keep venue equipment, technical areas and assets well maintained and event-ready.
- Build positive relationships with clients, promoters and production teams.
- Resolve issues quickly and professionally, minimising disruption.
- Demonstrate strong communication, teamwork, leadership and initiative.
- Deliver a professional, reliable and well-presented live event experience.

What you'll be trusted with

- Event Delivery
- Deliver arena set-ups, format changes, event builds and breakdowns.
- Stage manage events and act as Duty Technician as required.
- Support the planning and delivery of in-house presentations and events.
- Team & Stakeholder Management
- Supervise casual staff, including rota coordination and day-to-day support.
- Work closely with event organisers, promoters, artists, production teams and internal departments to ensure smooth event delivery.
- Support emergency procedures and venue operational readiness.
- Technical Operations
- Support the delivery of lighting, sound, AV, staging and rigging requirements.



- Maintain high technical standards and ensure event requirements are delivered to agreed budgets and schedules.
- Contribute to team, client and operational meetings.
- Maintenance & Resources
- Maintain technical equipment, staging, seating, drapery and associated venue assets.
- Ensure technical areas are safe, tidy and well-presented.
- Support maintenance programmes, repairs and the ordering of department supplies.
- Health & Safety
- Promote and maintain the highest standards of health, safety and compliance.
- Follow venue procedures, legislation and training requirements.
- Deliver format training and undertake additional duties appropriate to the role.

This role is for you if you...

- Experience in a live entertainment, theatre, arena or events environment.
- Confident delivering event set-ups, changeovers, stage management and technical operations.
- Strong knowledge of lighting, sound, AV, staging and event production.
- Able to lead and support staff, coordinate workloads and work effectively under pressure.
- Strong organisational, communication and problem-solving skills.
- Experienced in working with promoters, production teams, artists and event organisers.
- Committed to high standards of health and safety, compliance and venue presentation.
- Practical and hands-on, with experience of maintenance, repairs and technical troubleshooting.
- Able to plan and deliver work safely, efficiently, on schedule and within budget.
- Confident taking responsibility and deputising for the Technical Coordinator when required.
- Flexible, reliable and adaptable, with a collaborative approach to teamwork.
- Understanding of and commitment to following company policies, technical procedures and Normal Operating Procedures.

Application close: Monday 19th October 2026

Ideal start date: ASAP

Potential interview date/s: ASAP

