

SENIOR SCENIC CARPENTER

Theatr Clwyd

Job Description

Family: Theatre Making

Reports to: Workshop Manager

Responsible for: Project supervision of Scenic Carpenter and other temporary workshop team members as required

Job Purpose

To work as part of the Scenic Construction Workshop team with a specialism in construction of sets, delivering a service to Theatr Clwyd productions of the highest possible standards, and taking responsibility of leading project elements as appropriate. Working primarily in the area of the Workshop, they will work on occasions alongside colleagues in other areas of the Production Department.

Key responsibilities

General

- Under the management of the Workshop Manager, and using construction skills in carpentry and metal fabrication, to be responsible for the construction of sets, props or any production item as requested, to the highest possible standards and within the time and budget allocated.
- To supervise Scenic Carpenter and other workshop team members, c where appropriate, and help co-ordinate the workshop, advising the Workshop Manager regarding the progress of the work.
- In conjunction with the Workshop Manager, to help plan and manage the workflow of the department and lead the team during builds, fit-ups, get-outs and strikes as required, ensuring a safe working environment and compliance with all relevant legislation relating to an industrial workplace (including PUWER, COSHH, LOLER).
- To deputise and manage the department in the absence of the Workshop Manager.
- Work alongside Construction and Scenic teams to be responsible for a clean, tidy and well-ordered working environment and ensure day-to-day maintenance and upkeep of the workshop.
- To assist in the ordering of materials and equipment, monitoring and maintaining the workshop's stock levels.
- Alongside the Workshop Manager, to provide designers with all necessary practical information.
- To assist during fit-up and production weeks to ensure they run smoothly.
- To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs, including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment.
- To work with the Workshop Manager in ensuring training and monitoring of performance of the Scenic Carpenter and other workshop team members.

- To interpret designs and assist in preparing plans and working drawings, using CAD and other applications.
- To make the Workshop Manager aware should any specialist equipment need to be hired or purchased.
- Where required, to provide technical assistance to external users.
- To liaise with the Workshop Manager and Scenic Art Manager to help ensure that the department functions effectively and efficiently throughout the build process, which includes both construction and scenic work.
- To attend meetings as required and to represent the department in the absence of the Workshop Manager.

Health and Safety

- To ensure all Health and Safety requirements are met at all times while working.
- To attend training as required and maintain awareness of Health and Safety regulations specific to the spaces, machinery and equipment used.
- To ensure that all specialist equipment is correctly shut down at the completion of each working day.
- To ensure that all potential hazards are made safe as soon as is practicably possible.
- To produce risk assessments and method statements as required for specific projects or tasks

Other

- To ensure all equipment is stored safely and is accessible to authorised users.
- When required, undertake an inventory of all equipment and materials held and used.
- To carry out any other duties as reasonably required by the Workshop Manager, Production Manager or the Head of Production.

Person Specification

Essential

- Practical relevant experience working in construction, carpentry and /or metal fabrication, in a workshop environment.
- Significant skills and training in construction methods including carpentry/joinery and / or welding and metal fabrication.
- Proven experience of working within a team and supervising or leading projects to completion.
- Demonstrable experience in the preparation and interpretation of plans and construction drawings, with a knowledge of CAD and other applications
- Ability to use and maintain a wide range of workshop based tools and machinery safely and confidently.
- Ability to use a wide range of portable power tools and hand tools safely and confidently.
- Lateral thinking; ability to offer creative solutions to realise a design with available resources.
- Excellent interpersonal skills, with an ability to communicate clearly and consistently with all theatre and event space users, especially non-technical users.
- An organised approach, with a proven track record of meeting deadlines and managing conflicting priorities.
- Experience in implementing Health and Safety requirements and risk assessments.
- Confidence in working independently, but also willingness to collaborate across many departments.
- Ability to work flexible and unsociable hours including evenings and some weekends.

Desirable

- Experience of working in a theatrical scenery construction workshop
- Experience and knowledge of mainstream UK theatre production.
- Working knowledge of rigging methods and the safe use of lifting gear.
- Experience of setting up and rigging scenery and stage decking systems.
- Current forklift truck certificate.
- Training in manual handling, safe ladder use and working at height.
- Current first aid certificate.
- Written and spoken Welsh.
- Full driving licence.