

JOB DESCRIPTION

Role / Title: Scenic Metalwork Supervisor

Reports to: Head of Construction

Manages: Staff in the absence of H.O.D

Overall Purpose of the Job:

To provide support to the HOD in managing, making, repairing and modifying to design specifications stage scenery for the Royal Opera and Royal Ballet, for new shows, revivals and external companies when requested. To ensure that all work is produced to the highest quality, speed and economic efficiency with due regard to health, safety and security policies of the ROH. To participate in building and developing an effective team whilst maintaining good people and communication skills, representing the Royal Opera House and scenic carpenters department to visiting artists and encouraging good relations with other ROH colleagues

Key Accountabilities:

- Deal with the setting out of larger pieces of scenery which are not always practical to draw
- To be familiar with and continually update knowledge of any new or improved scenery making techniques, materials or working practices
- Assume responsibility for the workshop in the absence of the HOD and organise and distribute work to staff with accordance to the grading system and personal capacities.
- Participate in the recruitment and discipline of staff as appropriate
- To carry out induction, coaching and training of staff as appropriate
- Support HOD in supervising other members of staff, casual staff and work experience students if necessary
- Maintain and make where necessary stage scenery for revivals, tours and hired shows.
- Monitor and report deficiencies in stock levels and order when necessary
- Realise all stage scenery requirements using a wide range of techniques, materials and finishes as appropriate and be fully conversant with required standards of the department
- Participate in and promote an alert and positive approach to Health and Safety, ROH policies and rules with appropriate working methods at all times
- Produce finished stage scenery for all shows to meet the project brief.
- Work as part of a team to agreed deadlines, informing the line manager of any problems at the earliest opportunity, always monitoring and ensuring the highest standards of work

- Promote the Production department of the Royal Opera House by responding positively to requests for advice and/or supplies from other theatres and companies where appropriate and feasible.
- Maintain high standards of operation and good housekeeping carrying out machine maintenance and cleaning as required
- Produce stage scenery of the highest quality for various freelance productions and Birmingham Royal Ballet productions.
- Attend and participate effectively in meetings
- Participate in training as necessary and appropriate
- Assist in stage fit ups

People Data:

Interact positively with all members of the Royal Opera House and external visitors

Person specification:

Essential Criteria

- A recognised metalwork/welding qualification and experience
- Competence in metalwork manufacture using modern and traditional techniques and an understanding of period styles and history
- Experience of staff supervision.
- Able to supervise the making of stage scenery
- A strong awareness of workshop Health and Safety

Key Technical Criteria

- Metalwork skills including sheet metalwork. Welding steel/aluminium structures which are sometimes flown therefore an understanding of stress and strength is essential.
- Knowledge of Mig/Tig/Arc/Spot welding, brazing and soldering.
- Excellent ability to work from scale drawings, models, plans, sketches, verbal ideas and references
- Ability to read and technical draw
- Sound knowledge of metalwork
- Highly trained in the use of workshop machinery; industrial bandsaws, metalwork saws, planers, pillar drills etc. and all power hand tools, and being up to date with all Health & Safety aspects of their use.
- Basic mathematics, including Pythagoras theorem and geometry

Supervisory skills

- Able to work on own initiative and carry out delegated projects with a minimum amount of supervision.
- Possession of leadership qualities.
- Able to work within a team
- Good interpersonal and communication skills
- Helpful, positive and flexible approach
- Reliable and responsible
- Excellent personal time management
- Self-motivation to acquire new skills and knowledge

- Flexibility regarding hours of work i.e. Evenings/weekends/bank holidays if required.

Desirable skills

- Extensive experience working on stage scenery within a theatre or freelance environment.
- Strong understanding of the stage working practises and machinery
- Knowledge of stage area
- First Aid qualifications (Desirable, but training given by ROH)
- Basic computer skills – some knowledge of AutoCAD desirable.

Context:

As a workshop supervisor, the Assistant HOD Metalworker must possess good personnel skills and the ability to organise workloads for all the staff in workshop. In addition it is essential to be able to explain methods of work and techniques as well as deal with any queries regarding the productions. In order to undertake this job successfully you need to contribute to the workshop as part of a team and be able to work easily under pressure. As a part of the team it is essential to be able to work evenings and weekends as well as the normal 40 hour week to ensure that the scenery is ready for the start of the production. Scenic Carpenters Department always works on multiple shows, both new and revivals, so it is vital to be able to focus on more than one production at a time. Fitness is a must as the work is physically demanding.

Location:

The workshop is based at our new site in Purfleet, Essex.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

