



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: **Aberdare Stores Technician**

Reports to: **Aberdare Stores Manager**

Overall Purpose of the Job:

To contribute to the day to day running and weekly assessments of the Royal Opera House Stores in Aberdare and maintain a safe system of work. To maintain the stores areas to the highest standards of storage and retrieval.

Main Responsibilities:

Day to day operations

- Carry out unloading and reloading of scenery, props, costumes and any equipment to and from the stores
- Operate such machinery as may be required to load and unload scenery pallets from storage bays or vehicles.
- Identify and dispatch various materials for outside contractors (e.g. CTS, Bay Productions, Thurrock etc.)
- Assemble and dismantle temporary scenic structures (sets), including running flats, and supervise casual staff in these activities
- Safe mechanical handling of scenery, and safe use of lifting equipment including block and tackle (manual and mechanical).
- Maintain accurate records of location, description and quantity of all items within the Aberdare stockholding using MS Office (Word, Excel).

Liaison

- Maintain regular contact and reporting with the Stores Manager.
- Drive a company vehicle for work related matters as required

Health and Safety

- Take personal responsibility for the safety of self and others
- Support a culture of information sharing, collaborative working and team working.
- Promote a positive approach to Health & Safety and safe working practices at all times, following the risk management processes required by approved risk assessments and method statements.

- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to MEWP training, Working at Height, Forklift driving, and rigging skills.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision.
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Supervise the work of Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Assist with the induction and training of staff to the required standard as required.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

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

PERSON SPECIFICATION:

Skills and Experience

- Ability to train in and safely operate loading equipment including but not limited to:
 - 4way narrow-aisle reach truck
 - counterbalance fork truck
 - Mafi EFY 70 four-way reach truck.
 - Chain hoists.
- An understanding of warehousing and theatre operations
- Basic understanding of Microsoft Office: Word, Excel, Outlook and Access
- User of records systems for warehousing/storage/or distribution
- AutoCAD user, able to read and print ground plans as required (desirable)

People Skills

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.
- Able to undertake training including First Aid, Firefighting, Working at Height, and MEWP and Forklift driving as required.

