



## **JOB DESCRIPTION**

**Title:** Production Stage Carpenter - Senior Technician

**Reports to:** Engineering Systems Manager

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### **Overall Purpose of the Job:**

Working to the priorities set by the Engineering Systems Manager.

To participate in the day to day running of Carpentry activities in the Workshop, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Work to the highest standards of craft and safe construction and support the Technical teams to a consistently high standard.
- Be proficient in a wide range of techniques and skills, using finishes and materials as appropriate while remaining fully conversant with best practice and safety standards.
- Work collaboratively with Production Managers and all relevant departments and workshops
- Provide advice and recommendations as regards alterations that may be necessary, taking into account safety considerations at every stage of construction.
- Work with the Engineering Systems Manager to advise on the preparation, operation, storage and maintenance of equipment.
- Load and unload scenery, goods, and materials in a safe manner and in accordance with risk assessments.
- Lead and participate in activities associated with carpentry and safe construction on scenic items.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others
- 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.

- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- 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.

#### *Leadership*

- Supervise the work of Technicians and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.

#### *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*

- City and Guilds qualification in Carpentry and Joinery or equivalent is essential.
- Knowledge and experience of scenic carpentry manufacture required
- Experience of constructing large scale sets for theatre venues or companies an advantage.
- Excellent ability to work from scale drawings, models, plans, sketches, and verbal references.

- Demonstrable experience of working with relevant machinery and tools in a workshop setting.
- Ability to perform minor tasks of repair and maintenance to machinery and workshop equipment

### *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.

