



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: **Props Technician**

Reports to: **Props Workshop Assistant Manager**
with an additional reporting line to the Props Workshop Manager

Overall Purpose of the Job:

Working to the priorities set by the Props Workshop Manager

To work as an effective member of the Props Workshop participating in the day to day running operations, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

Main Responsibilities:

Day to day operations

- Work with as an effective member of the Props Workshop to deliver Props requirements of the Royal Opera, Royal Ballet, and any other associated companies as required, to the highest possible safety standards.
- As required work with Designers and Directors, Production Managers, and colleagues in other Production workrooms and workshops, and deliver work to a consistently high standard and in a timely fashion.
- Work to the highest level of artistic and technical craftwork, staying abreast of new technologies and materials.
- Attend production meetings, rehearsals, and performances if required, assisting in the movement and storage of props and materials.
- Ensure all production paperwork is completed within timeframes set by senior managers, including but not limited to the Production Managers, and saved in accordance with production protocols.

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.
- Assist in creating risk assessments and method statements and follow existing and 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 COSHH.
- 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.

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

- A good level of experience of practical prop making in a professional theatre.
- Training in an Art and Design course or professional craft based training an advantage.
- A good level of competence and experience in sculpting and 3D modelling, moulds and casts using all standard materials and techniques.
- Proven competence in the use of all workshop machinery and equipment, conversant with specific H&S requirements.
- Experience in a range of craft skills from (but not limited to) the following list: texture and paint finishes, gilding, upholstery and soft furnishings, leatherwork, costume cutting and costume prop making, metalwork and welding, basic woodworking and joinery.
- Able to work from and accurately interpret scale drawings, plans and models.

- Good IT skills including MS Office.

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.

