



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** **Armoury Technician**

**Reports to:** **Armoury Manager**

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

Under the line management of the Armoury Manager, to participate 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*

- Engage in the making, repairing, running and touring requirements of the Royal Opera, Royal Ballet, and any other associated companies as required, to the highest possible safety standards.
- Assist the Armoury Manager in liaising with colleagues in the Costume Department, Production workrooms and workshops, Designers, and Production Managers, and deliver to a consistently high standard and in a timely fashion.
- Attend production meetings, rehearsals, and performances as required, ensuring risk management procedures for firearms and edged weapons are clearly communicated and adhered to.
- Assist the Armoury Manager in ensuring artists are comprehensively instructed in the safe use of weaponry for stage use.
- Maintain accurate and complete records in accordance with the requirements of all relevant authorities and licencing bodies and under the jurisdiction of the Armoury Manager, ensuring storage is controlled and recorded.
- Ensure the highest level of craftwork is practiced at all times, making and repairing weaponry, armoury, leatherwork props and armour using a wide range of techniques, materials and finishes.

#### *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 and legislation pertaining to firearms and weaponry.
- 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 freelance staff if required, reporting any concerns regarding attendance, conduct or performance promptly to the Armoury Manager.
- Assist with 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*

- Experience of handling and managing the use of weapons, ideally in a theatrical environment
- A high level of competence within two of the following: metalwork, woodwork, or leather craft
- Experience of turning in metal and wood, or machining in metal an advantage.

- A high level of competence in machine sewing or saddle stitch.
- Knowledge and interest in historical arms and armour an advantage.
- Experience in making swords, daggers and scabbards, belts, leather pouches and bags of a military type an advantage,
- A mature attitude to the safety and security responsibilities involved in handling weaponry
- Good IT skills appropriate to the role, 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.

*Note: This post is subject to an enhanced DBS check*

