



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: **Workshop Assistant – Scenic Art Workshop**
Bob and Tamar Manoukian Production Workshop

Reports to: **Scenic Painters Senior Manager**
Scenic Painters Assistant Manager

Overall Purpose of the Job:

Under the line management of the Scenic Painters Senior Manager and the Scenic Painters Assistant Manager, to participate in ensuring activities are carried out to the highest possible standard of safety, efficiency, and quality.

Main Responsibilities:

Day to day operations

- To ensure that the Scenic Art Workshop areas are maintained on a daily basis.
- Undertake maintenance and cleaning of machinery if required, including our Paint Frame.
- To regularly monitor and report deficiencies in stock levels.
- Assist Scenic Artists in general duties as and when required.
- Assist with duties including priming cloths, covering flats and measuring accurately for tacking cloths to floor/frame.
- Assist with maintaining high standards of housekeeping in all areas.
- Share duties of spray booth with other department Workshop Assistants.
- Act as driver for the ROH van to collect and deliver goods and visitors.
- To drive the Forklift Truck if required.
- To unload deliveries as required and to load and unload scenery safely, adhering to Health and Safety best practice and Manual Handling guidelines.

Health and Safety

- Take personal responsibility for the safety of self and others
- 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.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- 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 Working at Height, Manual Handling, and Forklift or other MWEPT training.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- To engage in monthly paint frame checks and ladder inspections.

Communication and Relationships

- Maintain high standards under pressure and carry out tasks without detailed supervision.
- 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.
- Work as part of a team to agreed deadlines, always ensuring the highest standards of efficiency and safety.
- 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.

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 labouring skills in a team workshop environment is desirable.
- Experience involving the movement of large scenic items an advantage.
- Previous forklift driving desirable (though training will be given)
- Full clean driving license and ability to drive the ROH van is essential.
- Basic knowledge of workshop machinery and able to undertake basic maintenance tasks.
- Basic IT skills essential including MS Office and Excel (inputting of stock data, show products data and annual stock check)
- Strong awareness of and adherence to Health and Safety policy and best practice in a workshop environment.
- An interest in the theatrical scenic arts is desirable.

People Skills

- Ability to work on own initiative to maintain a clean and safe paint shop.
- Team player with a collaborative approach to working.
- Strong interpersonal and communication skills.
- Excellent time management skills.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems, informing the line manager of any problems at the earliest opportunity.
- Willingness to learn new skills and help train others.
- Helpful, positive and flexible approach.

Job Requirements

- A good understanding of safe working 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, including travelling in and out of London and to nearby counties.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

