



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

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

Reports to: **Assistant Manager Scenic Construction (Build Area)**

Overall Purpose of the Job:

Under the line management of the Assistant Manager for the Build Area, to participate in activities are carried out to the highest possible standard of safety, efficiency, and quality.

Main Responsibilities:

Day to day operations

- Assist with activities associated with the safe construction, getting in, assembling and dismantling of scenery, and packing for loading out, including forklift truck driving and any other vehicle/MEWP if required.
- Undertake maintenance and cleaning of machinery if required.
- Assist with duties for Scenic Construction if required, including support for the Carpentry and Metal workshops.
- Assist with duties for Scenic Painting, including covering flats, priming cloths, and checking stock levels.
- Assist with maintaining high standards of housekeeping in all areas.
- Act as driver for the ROH van to collect and deliver goods if required.
- On occasion and if required, work at Covent Garden to assist with 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.
- 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.

- 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.

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 workshop or construction 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.

People 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.
- 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.

