



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** Stockroom Assistant

**Reports to:** Stockroom Assistant Manager

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

Under the line management of the Stockroom Assistant Manager, to participate in the day to day running operations of the Stockroom and all associated activities, carrying out duties to the highest possible standard of safety, efficiency, and quality.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Assist with all activities required for the efficient running of the stockroom, sourcing all products to the highest standards.
- Liaise with senior colleagues in the Costume Department, Designers, and Production Managers, and deliver to a consistently high standard and in a timely fashion.
- Assist with research and maintain a working knowledge of the latest developments in techniques, materials, and finishes for the facilitation of the Designer's creative vision.
- Be conversant with ROH costume database and asset management systems, keeping all production notes and related information up to date, training staff to accurately create and input data.
- Support, and assist in training any apprentice or work experience placement.

#### *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.
- 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.

### *Finance*

- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, assist with provide all relevant documentation to facilitate annual stocktakes and audit processes in a timely and accurate 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*

- Experience of working in a logistics office based role, ideally within a large theatre or performing arts environment.
- Experience of working with and analysing WIP and profit and loss reports.
- Experience in stock provision for a large company,
- Knowledge of the latest techniques, material, and products used for costume making and maintenance.
- Good MS Office skill and user software appropriate to the role.

### *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.

