



JOB DESCRIPTION

Title: Senior Technician Hats and Jewellery

Reports to: Manager Hats and Jewellery

Overall Purpose of the Job:

Working to the priorities set by the Manager of Hats and Jewellery

Under the line management of the Manager and assistant 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 technical operations

- Work as a skilled technician in all activities required for the making and altering for new, revived, co-productions and hired productions to the highest standards.
- Work to high standards of workshop construction and alteration processes, maintaining an excellent working knowledge of the latest developments in techniques, materials, and finishes.
- Work with colleagues in other RBO workrooms where schedules and allocated workload allow to assist with all similar activities
- Attend rehearsals, and fittings as required, taking accurate notes and providing feedback to the Workshop.
- Maintain an accurate knowledge of the RBO costume database and asset management systems, keeping all production notes and related information up to date.
- Assist with the training of 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 RBO 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 Casual Technicians as required, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out 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 RBO.
- 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 RBO 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 Hat Making course qualification to degree level, or comparable qualification/degree in a relevant craft skills area an advantage.
- A proven track record in craft skills workrooms with a major production theatre or venue, or comparable film/TV experience.
- Proven practical making experience and a good knowledge of fitting hats and alteration techniques.
- Knowledge of traditional methods of construction, periods styles, and history of costumes and advantage.

- Able to accurately interpret design concepts from drawings, sketches, and verbal instruction.
- A knowledge of standard opera and ballet repertoire an advantage.
- Good MS Office skills and confident user of 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 RBO business if required.

