



JOB DESCRIPTION

Title: Technician – Scenic Carpentry [Grade E]
Bob and Tamar Manoukian Production Workshop

Reports to: Assistant Manager Scenic Construction (Carpentry)

Main Purpose of the Job

Under the line management of the Assistant Manager, to participate in the day to day running of Carpentry activities in the Workshop, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

Main Responsibilities

Day to day operations

- Work to the highest standards of craft and safe construction
- Practice a wide range of techniques and skills, using finishes and materials as appropriate while remaining fully conversant with best practice and safety standards.
- Work collaboratively with all relevant departments and workshops, particularly the Scenic Painting and Props workshops.
- Ensure the highest standards of craft work are practiced at all times.
- Ensure materials and stock levels are maintained and are stored in line with best practice and COSHH requirements.
- Load and unload scenery, goods, and materials in a safe manner and in accordance with risk assessments.

- Participate in 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.
- On occasion and if required, work at Covent Garden to assist with carpentry and 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, including active participation in regular staff briefings under CDM 2015 requirements.
 - 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 CDM 2015, Manual Handling, COSHH, MWEPT training, and PPE.
 - 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.
 - Supervise the work of Casual Technicians, freelance staff, and contractors if required, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
 - Assist with the induction and training of staff and apprentices to the required standard if required.

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

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

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