



JOB DESCRIPTION

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

Reports to: Assistant Manager Scenic Construction (Metalwork)

Main Purpose of the Job

Under the line management of the Assistant Manager, to participate in the day to day running of metalwork 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 to operations

- Work to the highest standards of craftsmanship using safe construction methods and practices.
- Practice a wide range of techniques and skills, using finishes and materials.
- Work collaboratively with all relevant departments and workshops.
- Ensure materials and stock levels are maintained, reported and recorded in accordance with workshop procedure.
- Hazardous materials 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. (Training Given).

- On occasion and if required, work at Covent Garden to assist with scenery building and in the metal workshop.

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 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 recognised metalwork/welding qualification is essential.
- Knowledge and experience of metalwork manufacture using modern and traditional techniques.
- Metalwork skills including sheet metalwork, welding steel/aluminium structures.
- Experience of constructing sets for theatre venues or companies an advantage.
- Knowledge of Mig/Tig/Arc
- An ability to work from scale drawings, models, plans, sketches, and verbal references.
- Experience of working with relevant machinery and tools in a workshop setting.
- Ability to perform minor tasks of repair and maintenance to machinery and workshop equipment

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.

