



ROYAL BALLET & OPERA

JOB DESCRIPTION

Title: Props Maker (Trainee)
(Technician level Grade F)

Reports to: Props Workshop Manager and Assistant Manager

Main Purpose of the Job:

To work individually and as part of a team to make, fix and modify stage props, working to the highest standards of creativity and quality.

Work with colleagues to develop a variety of skills in prop making, existing and new to you, undertaking training where required, and being open to learning in a busy and productive workshop.

To show initiative and creativity, solving problems and working to fixed timescales while maintaining the high quality of your work.

Main Responsibilities:

Day to day operations

- With appropriate guidance and training, manufacture props to high standards of quality, durability and finish using a variety of skills and working with a wide range of materials
- Continually seek to develop, update and improve working practices, skills and use of new materials and techniques, attending training when necessary.
- Understand sourcing materials and new processes, and act as a prop buyer when required.
- Work from scale drawings, models and references and to be able to interpret and improvise when these are not available

- Learn how to interpret Designers' requests and concepts, working with colleagues to deliver the creative vision for the production successfully
- Attend rehearsals and costume-prop fittings where appropriate.
- With appropriate supervision, learn how to work with equipment, tools, materials and substances in accordance with safe working protocols, including a variety of chemicals used in the workshop and how to store and dispose of them safely.
- Load and unload props and materials when required, arranging transport if requested
- Learn about monitoring stock and equipment in the workshop and purchasing and collecting collect materials and equipment if required
- With appropriate instruction and supervision, learn how to check and maintain workshop equipment and carry out basic repairs to workshop machinery and tools.

Health and Safety

- Take personal responsibility for the safety of self and others, showing a positive approach to Health & Safety, always following safe working practices
- 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 appropriately
- 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, showing a level of personal responsibility to work without detailed supervision.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to sustainability aims and goals
- 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 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 Prop making in a professional environment an advantage.
- An understanding of stage working practices an advantage
- To be able to work from scale drawings, models, plans, sketches, verbal ideas and references
- An interest in adapting and refurbishing existing props and materials, with our ambitions to work more sustainably
- Previous practice in the following areas will be an advantage:
 - Knowledge of sculpting and three-dimensional work using both modern and traditional techniques.
 - Basic sewing and upholstery skills.
 - Woodwork and metalwork skills
 - Knowledge of paints and adhesives and their relevant applications.

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 develop existing ones

Job Requirements

- 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 if required.

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.

