



JOB DESCRIPTION

Title:	Armoury Manager
Department:	Technical, Production & Costume (TPC)
Reports to:	Deputy Director TPC (Production and Planning)
Manages:	All Armoury staff

Overall Purpose of the Job:

Working to the priorities set by Deputy Director of the Technical, Production & Costume department.

Responsible for the management of staff, facilities and output of the Armoury, providing effective and positive leadership and management, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality, delivering within agreed resources and budgets.

The role requires onstage management of weapons, and the workshop activities to support this in maintenance and manufacturing where required, and requires enhance DBS checks and weapons-specific training.

Day to day operations:

- Manage the making, repairing, running and touring requirements of the Royal Opera, Royal Ballet, and any other associated companies as required, to the highest possible safety standards.
- Liaise with colleagues across TPC, particularly the Costume Department, other Production workshops, Production Managers, and with the Creative teams. Deliver to a consistently high standard and in a timely fashion.
- Ensure consistent scheduling and supervision of all staff, delegating appropriately and monitoring the delivery of work, and recruiting staff as required.
- Attend production meetings, rehearsals, and performances where required, ensuring risk management procedures for firearms and edged weapons are clearly communicated and adhered to.

- Ensure artists are comprehensively instructed in the safe use of weaponry for stage use.
- Ensure accurate and complete records are maintained and in accordance with the requirements of all relevant authorities and licencing bodies, and storage is controlled and recorded.
- Ensure the highest level of craftwork is practiced at all times, making and repairing weaponry, armoury, leatherwork props and armour using a wide range of techniques, materials and finishes.
- If required: Assume responsibility as license holder on behalf of the RBO for firearms, edged weapons and explosives for stage.
- Be available to tour the UK and overseas if required, or visit other theatres or venues, representing the RBO to the highest standards of courtesy and professionalism at all times.

Standard Duties:

Leadership

- Promote a collaborative working environment and positively encourage staff development and growth.
- Be visible, approachable, supportive and accessible to the team.
- Support a culture of information sharing, collaborative working and team working.
- Manage the planning of all activities and staff schedules, liaising with managers in other teams to ensure efficient use of time and resources.
- Carry out induction and training of staff to the required standard.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line manager.
- Contribute to negotiations and consultations with the Trades Unions.

Communication and Relationships

- Create an environment of positive and engaged communication and information sharing with all production teams.
- 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, maintaining high standards under pressure.
- 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.
- Develop strong working relationships with colleagues across Technical, Production, Costume, and the Performing Companies where both dependency and diplomacy are key to successful working relations.

Health and Safety

- Take personal responsibility for the safety of self and others.
- Always promote a positive approach to Health & Safety and safe working practices.
- Ensure H&S policies are followed, and risk assessments and method statements are written, up to date, and implemented, engaging with senior managers and the H&S department to ensure they are fit for purpose.

- 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 COSHH and legislation pertaining to firearms and weaponry.
- Ensure that any near miss, incident or accident is reported correctly.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Finance

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, informing senior managers promptly with budgetary concerns.
- Adhere to RBO 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.

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.

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 mature attitude to the safety and security responsibilities involved in handling weaponry
- Experience of handling and managing the use of weapons, ideally in a theatrical environment
- Experience of working with creative teams as part of the production process
- Experience of scheduling and managing staff.
- Working to tight production timeframes, delivering within given resources and budgets.
- Practical workshops skills essential, with metalwork, woodwork, and leather craft skills a particular advantage.
- Competency in sewing skills.
- Knowledge and interest in historical arms and armour an advantage
- Able to work from and accurately interpret scale drawings, plans and models.
- Proven competence in the safe use of workshop machinery and equipment, conversant with safety requirements.
- Organised, efficient, with good IT skills appropriate to the role
- Ability to work effectively within given resources and budgets.

Project/Production leadership

- Experience of managing teams and projects with consistent high production standards.
- Performance under pressure and effective troubleshooting and problem-solving ability.
- Competent financial skills including budget reporting and accuracy in monitoring and processing orders, and stock management.

People & Personal Skills

- Positive leadership style, leading by example
- Self-motivated with good verbal communication and a collaborative approach to working.
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Exemplary awareness of and adherence to Health and Safety policy and best practice
- Commitment to equal opportunities principles
- Flexibility to work varied hours including travel and work at other locations on RBO business if required.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

Note: This post is subject to an enhanced DBS check

