



JOB DESCRIPTION

Title: Assistant Manager Scenic Construction (Metalwork)
Bob and Tamar Manoukian Production Workshop

Reports to: Senior Manager Scenic Construction

Manages: Senior Technicians and Technicians (Metalwork)

Overall, Purpose of the Job:

Under the line management of the Senior Manager, to be responsible for the Scenic Metalwork activities of the Workshop, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

Main Responsibilities:

Day to day operations

- Under the line management of the senior Manager, manage the staff and facilities of the Scenic Metalwork activities of the workshop, meeting scenic construction and repairing requirements of the ROH to the highest standards of craft and safe construction.
- Ensure that the scenic construction undertaken by the Metalworkers is suitable for a repertory house, with regard to multiple instances of transportation (including overseas), storage, and repeated staging over potentially long periods of time.
- Be proficient in a wide range of techniques and skills, using finishes and materials as appropriate while remaining fully conversant with best practice and safety standards.

- As required, and in association with the Senior Manager, liaise and work collaboratively with Production Managers, Designers, contractors, and all relevant departments and workshops, particularly the Scenic Painting and Props workshops.
- Provide advice and recommendations as regards alterations that may be necessary, taking into account safety considerations at every stage of construction.
- Monitor and ensure the highest standards of craft work in the team, ensuring appropriate guidance and training is given in a timely manner.
- Actively engage with the training of apprentices, monitoring progress and providing learning opportunities in a structured and safe manner.
- Deputise for the Senior Manager if required, including preparing costings for material and labour as requested on new productions, revivals, and outside commercial work.
- Ensure materials and stock levels are maintained and are stored in line with best practice and COSHH requirements.
- Manage and 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 metalwork 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 regular staff briefings under CDM 2015 requirements.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging 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 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.

Leadership

- Supervise the work of Metalwork staff, including apprentices, freelancers, contractors and casual staff, 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.
- Be visible, approachable, supportive and accessible to the team.

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:

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 which are sometimes flown (an understanding of stress and strength is essential).
- Experience of constructing large scale sets for theatre venues or companies is essential.
- A recognised qualification in Mig/Tig/Arc, welding and soldering (coded welding qualification preferable).
- Experience of managing staff, including supervision and training of apprentices and lower skilled staff.
- Technical drawing experience with use of calculation for working out complex geometry.

- Excellent ability to work from scale drawings, models, plans, sketches, and verbal references.
- Demonstrable 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

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Ability to manage projects allocating work to achieve the desired deadlines.
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

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.

