

WORKSHOP DEPUTY

Theatr Clwyd

Job Description

Theatr Clwyd has been Wales' foremost producing theatre since 1976. The Executive Team (Artistic Director – Tamara Harvey and Executive Director – Liam Evans-Ford) are currently navigating the most important cultural and operational shifts in the 42 years of its existence, a period which will redefine and secure the future of this unique and valuable arts centre - the foremost producing theatre in Wales.

Theatr Clwyd produces upwards of eight shows a year - mainly in English, but also in Welsh - and presents some of this work on tour in Wales and the rest of the UK. It has a hugely successful programme of work for and with young people that is created both within and without the building, and tours to local schools, within Wales and beyond. The building also hosts a variety of touring drama, dance, music and art for all ages, a comprehensive film programme and an active community programme and the organisation is at the forefront of work around arts and wellbeing.

We have made strides in changing the shape of our programming; we've committed to placing visitor experience at the heart of our decision making; we've begun to grow our commercial events; we've taken the first steps in deepening our relationship with our community; we've started to develop our auxiliary offers and we've been working hard to market our work and our building more strategically and effectively. We have also delivered a feasibility study for major capital redevelopment and received funding from ACW to take forward plans into Design & Development.

Theatr Clwyd is the only producing theatre left in the UK still owned by a local authority. With a turnover of £5.3m in 2015-16, it is supported by the Arts Council of Wales, Flintshire County Council and by its own activities. There are annually some 2,115 individual events, attended by around 200,000 people, plus 50,000 young people participating in outreach events. During 2016/17 a further 220,000 people saw a Theatr Clwyd show elsewhere in the UK.

Job Summary

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Responsible for: Supervision of Workshop Assistants, casual and freelance staff.

Reports to: Workshop Manager

Benefits include:

Salary: £

Holiday:

Notice period:

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The Production Department

The purpose of the Production Department is to create and run to the highest standards, all aspects of Theatr Clwyd's productions and related projects, in partnership with directors, designers and project leaders. The department is responsible for ensuring creative teams achieve their artistic vision within agreed timescales and budgets.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions and of visiting shows. They also support all events in the building, the work of the Creative Engagement Department and all of Theatr Clwyd's work that tours into the community and beyond.

Job Purpose

To work as part of the workshop team within the Production Department, with a specialism in construction of sets, delivering a service to Theatr Clwyd productions of the highest possible standards. Working primarily in the area of the Workshop, he/she will work on occasions alongside colleagues in other areas of the Production Department.

Key responsibilities

General

- To supervise Workshop Assistants, casual and freelance staff and co-ordinate the workshop, advising the Workshop Manager regarding the progress of the work.
- In conjunction with the Workshop Manager, to plan and manage the workflow of the department and lead the team during builds, fit-ups, get-outs and strikes as required, ensuring a safe working environment and compliance with all relevant legislation relating to an industrial workplace (including PUWER, COSHH, LOLER).
- To deputise and manage the department in the absence of the Workshop Manager.
- In conjunction with the Workshop Manager, to be responsible for a clean, tidy and well-ordered working environment and taking particular responsibility for housekeeping in the workshop.
- To order materials and services and in the absence of the Workshop Manager, to liaise with the Directors of Production on production and department budgets.
- Under the management of the Workshop Manager, to be responsible for the construction of sets or any production item as requested, to the highest possible standards and within the time and budget allocated.
- Alongside the Workshop Manager, to provide designers with all necessary practical information.
- To assist during fit-up and production weeks to ensure they run smoothly.
- To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs, including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment, lighting equipment, special effects and sound equipment.
- To oversee casual staff as required.

- To work with the Workshop Manager in ensuring training and monitoring of performance of the Workshop Assistants, casual and freelance staff.
- To interpret designs and prepare plans and working drawings, using CAD and other applications.
- To source and order stock and consumable items. To make the Workshop Manager aware should any specialist equipment need to be hired or purchased.
- To work within set budgets.
- Where required, to provide technical assistance to external users.
- To liaise with the Scenic Artist and Props Maker to ensure that the department functions effectively and efficiently throughout the build process, which includes both construction and scenic work.
- To attend meetings as required and to represent the department in the absence of the Workshop Manager.

Health and Safety

- To ensure all Health and Safety requirements are met at all times while working.
- To attend training as required and maintain awareness of Health and Safety regulations specific to the spaces, machinery and equipment used.
- To ensure that all specialist equipment is correctly shut down at the completion of each working day.
- To ensure that all potential hazards are made safe as soon as is practicably possible.
- To produce risk assessments and method statements as required.

Other

- To ensure all equipment is stored safely and is accessible to authorised users.
- Alongside the Workshop Manager, to ensure an inventory of all equipment and materials held and used.
- To provide any other duties as reasonably required by the Workshop Manager, Production Manager or the Director of Production.

Person Specification

Essential

- Practical relevant experience working in construction, carpentry and or metal fabrication, ideally in a theatre environment.
- Proven experience of supervising, leading and motivating teams.
- Strong, proven experience in construction and carpentry.
- Strong, proven experience in welding and metal fabrication.
- Working knowledge of rigging methods and the safe use of lifting gear.
- Experience of setting up and rigging scenery and stage decking systems.
- Experience in the creation and interpretation of plans and construction drawings.
- Demonstrable ability to prepare plans and working drawings, with a practical knowledge of CAD and other applications.
- Excellent interpersonal skills, with an ability to communicate clearly and consistently with all theatre and event space users, especially non-technical users.
- An organised approach, with a proven track record of meeting deadlines and managing conflicting priorities.

- Ability to use and maintain a wide range of workshop based tools and machinery safely and confidently.
- Ability to use a wide range of portable power tools and hand tools safely and confidently.
- Experience in implementing Health and Safety requirements and risk assessments.
- Confidence in working independently, but also willingness to collaborate across many departments.
- Ability to work flexible and unsociable hours including evenings and some weekends.
- Full, clean driving licence.

Desirable

- Experience and knowledge of mainstream UK theatre production.
- Experience of programming, operating and maintaining a CNC router.
- Current forklift truck certificate.
- Training in manual handling, safe ladder use and working at height.
- Current first aid certificate.
- Written and spoken Welsh.