



Royal & Derngate Job Description

Department: Scenic Art

Job Title: Scenic Artist – Maternity Cover

Responsible To: Head of Production

Responsible For: Casual & Freelance Staff

Job Purpose:

- To ensure that scenic aspects of productions are undertaken safely, on time and to the designer's brief
- To ensure that the paintshop area is in a safe and professional state

Key Task Areas:

- To manage the resources allocated to the Scenic Art department efficiently.
- To paint, decorate, and texture scenery, floors, cloths, props, furniture and other stage effects.
- To manage the scenic art of all scenery and related items to the satisfaction of the Production Manager and Designer for Royal & Derngate (R&D) productions and co-productions.
- Creating a positive and welcoming dialogue to visiting designers and creatives - providing creative solutions to design problems.
- To use a broad range of scenic techniques and materials.
- To maintain up to date knowledge of current and new equipment and practices.
- To attend Production meetings, and to consult with and advise the Head of Production, Production Manager and Designer on the best way to realise the design.
- To advise the Head of Production of estimated material costs as required and to ensure that the scenic art elements of production budgets are adhered to.
- To consult with the Head of Production, Production Manager, and Head of Workshop on the build/paint schedule for each production.
- In consultation with the Head of Production or Production Manager to engage additional staff for labour-intensive projects.
- To read all rehearsal/show reports and reply to them/carry out work as required.
- To attend staff, and other meetings as appropriate.
- To be available for paint calls as required after the fit-up.
- To paint props and furniture as requested by the Head of Production.
- To maintain the paintshop areas and tools to a safe and professional standard.
- To manage the sourcing of materials and consumables.
- To ensure all new staff, and others using the paintshop are trained to a highly professional standard.

Additional Responsibilities:

- Promote and adhere to the organisation's culture and values.
- To support in creating a safe, pleasant, respectful and productive work environment setting an example of positive professional standards.
- To be aware of and adhere to any legislative requirements consistent with the overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equal Opportunities.
- To promote an environmentally sustainable workplace, adhering to the Theatre Greenbook initiative.
- To be aware of and adhere to policies and procedure related to Lone Working.
- To be aware of and adhere to policies and procedure related to Safeguarding.
- To undergo relevant training and development required by the Head of Production, Deputy CEO (Producing & Programming) and wider organisation.
- To carry out any other tasks that will, from time to time, be allocated by the Head of Production on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

It is a requirement of Northampton Theatres Trust that all colleagues work in a flexible manner compatible with their jobs and in line with the objectives of the company. This job description is a guide to the key duties, responsibilities and tasks for which the jobholder is accountable but due to the nature of the business, the specific responsibilities and activities may vary and develop over time. Therefore, this job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.



Royal & Derngate Person Specification

Essential Experience:

- Proven competence in a producing theatre or a permanent basis in a set workshop
- Proven competence in a range of production styles and techniques.
- Proven competence in the safe use of relevant equipment.

Essential Knowledge/Qualifications:

- Knowledge of Health & Safety
- Understanding of, and commitment to, live performance

Essential Skills/Abilities:

- To be able to paint scenery
- Able to plan work effectively
- Able to work creatively
- Excellent interpersonal skills
- Texturing

Desirable Experience:

- Proven competence in a producing theatre as part of a scenic art department

Desirable Knowledge/Qualifications:

- To have trained at a recognised drama college in theatre design, or scenic decoration
- Training in relevant Health & Safety elements such as COSHH and Working at Height

Desirable Skills/Abilities:

- Computer literacy
- Full Driving Licence
- Cut Cloths



Royal & Derngate Terms & Conditions

Job title:

Scenic Artist – Maternity Cover

Contract:

Fixed-term contract, expiry on return of post-holder

Notice period from the Trust will be 8 weeks triggered by the permanent post holder's notice of intention to return from maternity leave

Hours of work:

37 hours per week, working flexibly to include some evenings and weekends as required to support busy periods to ensure the successful delivery of shows

Salary:

£28,606.60 per annum.

Paid monthly on 20th of each month

Work location:

Royal & Derngate, 19-21 Guildhall Road, Northampton, Northamptonshire, NN1 1DP

Holidays:

Annual leave year is April to March

31 days per annum including statutory holidays (pro-rata in first year)

Pension Scheme:

Contributory staff pension – 5% employee and 3% employer

NTT pension scheme is provided by NOW pensions

NTT will contribute after 3 months service

Benefits:

Free Employee Assistance Programme run by Health Assured

Complimentary tickets available on selected shows throughout the year

10% discount at our bars and theatre shop

Employment Subject to:

Satisfactory references

Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016

Six-month probationary period