



Royal & Derngate Job Description

Department: Production

Job Title: Head of Workshop

Responsible To: Head of Production

Responsible For: Deputy Head of Workshop, Carpenter/Propmaker and Freelance and Casual staff

Job Purpose:

- To be responsible for achieving and maintaining a high standard of operational efficiency in the Royal & Derngate's Workshop Department
- To ensure that physical aspects of productions are constructed safely, on time and to the designer's brief.
- To ensure that the workshop area is in a safe and professional state.
- Cost-effective control of budgets

Key Task Areas:

- To manage the team and resources allocated to the workshop efficiently.
- To manage the construction of all scenery and related items to the satisfaction of the Production Manager and Designer for Royal & Derngate (R&D) productions and co-productions.
- To be the first point of contact for designers with regard to all aspects of scenery. Creating a positive and welcoming dialogue, providing creative solutions to design problems.
- To construct all wood-working and metal fabrication elements of a set, including some prop-making where necessary.
- To advise the Head of Production of estimated set material and build costs as required and to ensure that the Workshop elements of production budgets are adhered to, and expenditure records are accurately maintained.
- In conjunction with the Head of Production, Production Manager and Stage Department, to play a leading role in fitting-up in-house productions.
- 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 implement building schedules in order to meet identified deadlines.
- To advise the Head of Production or Production Manager of any developing cost, technical or timescale problems, in order that remedial action can be taken in good time.

- To maintain the department's tools and equipment in good working order, and to make recommendations for replacements and additions.
- To maintain the workshop areas and machinery to a safe and professional standard.
- To maintain good relations with all suppliers.
- To manage the sourcing and buying of materials, hardware and consumables.
- To attend staff, and other meetings as appropriate.
- To drive the Theatre van when required, if a suitable licence is held.
- To read all rehearsal/show reports and reply to them/carry out work as required.
- To support in the carpentry elements of stage maintenance.
- To ensure all new staff, and others using the Workshop are trained to a highly professional standard.
- To advise designers about the Stage/Workshop facilities and to advise on any restriction which may affect designs.
- To maintain up to date knowledge of current and new equipment and practices.

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 experience at Head of Department level in a producing theatre and workshop
- Proven experience in a range of production styles and construction techniques
- Proven experience of controlling large budgets

Essential Knowledge/Qualifications:

- Design techniques
- Financial systems
- Theatre & PEL Licensing requirements
- Health & Safety At Work Act 1974 and other legislative requirements

Essential Skills/Abilities:

- Able to plan work effectively
- Able to work creatively
- Excellent interpersonal skills
- Good Communication skills
- Staff deployment
- Numerate and IT literate
- Staff Training and Development skills

Desirable Experience:

- Working within a venue with large and active community engagement programme
- Producing theatre company, and/or Repertory theatre system

Desirable Knowledge/Qualifications:

- An understanding of subsidised /commercial theatre.
- First Aid at Work certificate
- IOSH Managing Safely
- Driving Licence



Royal & Derngate Terms & Conditions

Job title:

Head of Workshop

Contract:

Full-time, Permanent

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:

£33,819.74 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)

33 days per annum per annum after 3 years continuous service

36 days per annum after 5 years continuous service

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