

Role Summary

Workshop Deputy

The Workshop Deputy will participate in the effective and efficient delivery of Dundee Rep & Scottish Dance Theatre's Workshop Services. The post holder will work within the Production Department and, as such, is expected to make a positive contribution to the development of the Workshop, Production Department and to the success of the company as a whole.

The Workshop Deputy will be responsible to the Head of Workshop and will have key relationships with the Production Team members, Creative Team members, Engage Team members, external collaborators and suppliers.

Dundee Rep & Scottish Dance Theatre aspires to the highest quality in its production values and in the delivery of all Workshop services. The post holder will have a key role in achieving quality targets, maintaining standards and developing safe and environmentally aware working practices.

Main Duties and Responsibilities

- Responsible, under the supervision of the Head of Workshop, for the provision of workshop services and to ensure the safe, effective, and efficient running of all construction aspects of Dundee Rep & Scottish Dance Theatre's productions.
- Active participation in the construction of sets, dressings, large props, and stock items as required.
- Ensuring that all sets are created timeously and cost effectively and to service the operational requirements of the Theatre's artistic programme.
- To promote and participate, with an alert and positive approach to Health and Safety, in the delivery of all Dundee Rep & Scottish Dance Theatre's workshop services, in accordance with company's Health and Safety policy.
- Working as an effective member of the Workshop Team within the Production Department, contributing to the development of the department as a whole.
- Deputise for the Head of Workshop in their absence.

Key Tasks

Workshop

- Set construction, large prop making, dressings, stock items and other related services in a variety of materials.
- Supporting the Head of Workshop in the costing and planning of all scenic projects.

- Ensuring, in liaison with the Head of Workshop, that all sets are created timeously within budget and available resources.
- Working alongside the Head of Workshop and Production Manager to satisfy all operational requirements for the safe, economical, ecological and efficient provision of set pieces.
- Participating as a senior carpenter, providing supervision to casual staff, when required, within the workshop department.
- Assisting within the Production Department in helping manage and organise the storage of workshop equipment and stock scenic elements within the Theatre`s stores; and ensuring re-use and recycling, when possible, of such elements.
- Actively participating in any build, get-in, fit-up, get-out and break-up as scheduled for Dundee Rep & Scottish Dance Theatre productions.

Departmental

- In the absence of the Head of Workshop, acting as the senior point of contact within the Workshop for staff and external partners and leading on construction projects.
- Actively promoting safe working practices within the workshop and Production Department.
- Promoting flexible working practices within the Workshop team.
- Facilitating effective communications within the Production Department and between the Workshop team and other teams across the organisation.

Environmental

- To support the organisation, Production Department and the Green Team in meeting organisational aims and ambitions for its environmental impacts.
- To support the implementation of the organisation`s Environmental Policy and support sustainability within the Production department.

Health & Safety

- Promoting and participating in an alert and positive approach to Health and Safety, complying with Dundee Rep & Scottish Dance Theatre`s Health and Safety policy and all relevant Health and Safety legislation.
- Maintenance of workshop tools and equipment and reporting to the Head of Workshop any required repairs.
- Assisting in ensuring that the COSHH Register is kept up to date.
- Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.

Other

- Any other reasonable requests by the Head of Production or Head of Workshop to ensure the general smooth and efficient operation of the Workshop and Production Department.

Person Specification

Essential

1. At least 3 years' experience in a workshop department within the performing arts industry.
2. Strong construction skills in a variety of materials (wood, metal, plastics, fabrics etc).
3. Extensive practical experience of working in a workshop department within a theatre environment.
4. Good working knowledge of current construction and scenic practices along with knowledge of a wide range of construction and rigging systems and methods.
5. Experience in interpreting and working with technical drawings.
6. Good communication skills, both written and verbal.

Desirable

1. Potential to plan, schedule and manage the output of the Workshop department.
2. Potential to plan workloads and effectively manage multiple tasks and priorities.
3. Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry.
4. Experience of working directly with creative personnel.
5. IT literate

Terms and Conditions

Workshop Deputy

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements.)

Some evening and weekend work will be required.

Pay

£25,000 - £28,000 per annum.

Holidays

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be two months.

Location of work

Your main place of work will be Dundee Rep. We will support remote working.

Other benefits

Contributory staff pension, after three months of service

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant