

Deputy Head of Workshops Candidate Pack



A theatre for everyone
birmingham-rep.co.uk

the
Rep



Welcome

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep's mission and it creates up to ten productions a year of varying sizes across its stages. Many are made in co-production with other theatres and commercial producers and all Rep-led productions are built in house. Alongside in house productions, the theatre presents a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

Under the Artistic Direction of Joe Murphy, The Rep creates artistically ambitious, world-class theatre for everyone. It commissions and produces new work that is proudly made in Birmingham, and which lies at the core of the theatre's programme. Over the last 15 years the company has produced more than 130 new plays.

Being Our Deputy Head of Workshops

The Deputy Head of Workshops will support the delivery of high-quality scenic construction, maintenance and installation for our productions. Working across a range of materials including wood, metal and plastics, you will interpret technical drawings and design briefs, oversee workshop operations, supervise casual, freelance and apprentice staff, and ensure the highest standards of craftsmanship, safety and housekeeping. You will play a key role in meeting production deadlines, responding to designer and production requirements, managing deliveries, maintaining accurate records and plans, and supporting the effective use of workshop systems and processes. A collaborative approach is essential, as you will work closely with technical teams, visiting creatives and production colleagues, contribute to sustainability initiatives, and actively support the Rep's creative learning and talent development programmes. This is an excellent opportunity for an experienced workshop professional committed to quality, innovation and safe working practices.

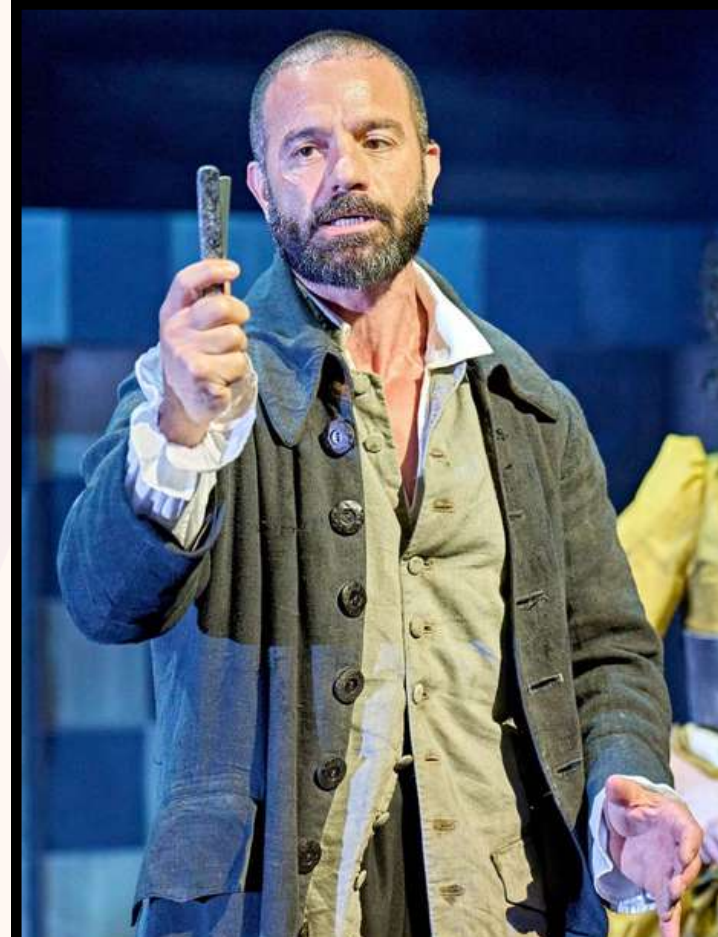
We're seeking a highly skilled and motivated workshop professional with expertise in carpentry, metalwork and prop-making, and the ability to accurately interpret technical drawings and ground plans. You'll have experience supervising teams in a busy workshop environment, a strong understanding of health and safety, and the ability to deliver high-quality work to tight deadlines while maintaining exceptional attention to detail. A confident communicator and organiser, you'll be equally comfortable working independently or collaboratively and have experience working at height. Additional skills such as welding or carpentry qualifications, staging and rigging experience, forklift or first aid certification, or workshop machinery maintenance would be highly advantageous.



Your responsibilities will include;

- To fabricate, modify, maintain and repair scenery, scenic items and properties to a high standard ensuring appropriate hand tools and machinery are deployed throughout. Materials include but not limited to wood, metal, plastics and other media
- Ensure all departmental administrative tasks, as directed by the Head of Workshops, are completed using the Rep's IT systems
- To receive and check deliveries of materials
- To engage readily with the Rep Production department's shared sustainability ambitions and contribute news ideas and suggestions to support our Green Book endeavours
- To supervise casual, freelance and apprentice colleagues in carrying out workshop duties
- To ensure safe practice throughout the workshops and metalwork areas.
- To be pro-active in responding to notes and actions from designers and production managers
- To accurately interpret design briefs, technical drawings and ground plans.
- To supervise the safe moving and assembly of scenic items throughout the workshop and paint shop
- Ensure good housekeeping of the workshop areas, including adequate clean-up periods and the effective storage of tools, materials and scenery
- Ensuring staff scheduling data and other record keeping is timely recorded in our HR & scheduling portal

If this could be you and you would like further information about the role, further details are in the [Job Profile](#).



GDPR personal data notice

By applying, you consent to the secure processing of your personal data for recruitment purposes, in line with GDPR. We will store your information securely and used solely for evaluating your suitability for current and future roles. For full details, please see The Rep's Privacy Policy on our website.

Diversity Monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

Safeguarding

The Rep is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We foster a culture where all staff and volunteers are expected to report concerns regarding vulnerable individuals or the conduct of colleagues and others they encounter. As part of our safer recruitment practices, the suitability of all prospective employees and volunteers is thoroughly assessed. Roles involving regulated activity will require an Enhanced DBS check.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



Top: The Battle, 2026 Photograph credit: Helen Murray
Bottom: Little Red Riding Hood, 2023 Photograph credit: Graeme Braidwood



Your Birmingham Rep

The Rep is a Disability Confident Employer and we participate in the 'Offer an Interview' scheme. This means we will offer an interview to anyone who is D/deaf or has a disability for the post who meets the minimum criteria.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification. If you would like to apply under this scheme please select this option on our application portal.



Top: *A Thousand Splendid Suns*, 2025 Photograph credit: Ellie Kurttz

Bottom: *Sherlock Holmes and the 12 Days of Christmas*, 2025 Photograph credit: Pete Le May



There's no such thing as perfection

At the Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We have experience in supporting individuals to Access to Work requests and encourage any and all staff who may benefit from the scheme to use it. We will always try to make the adjustments needed so that you can perform to the best of your ability and professionally thrive in a supportive and engaging environment. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.