

Rep Job Profile

Job Title:	Deputy Head of Workshops	Department:	Production: Workshops
Contract Type:	Permanent	Salary:	£35,000 – 40,000 per annum
Hours:	39 hours per week	Reports to:	Head of Workshops

Role Summary

We are excited to offer the role of Deputy Head of Workshop. This role comprises fabricating and finishing scenic elements to a high standard in a safe and efficient manner and contributing to the supervision and maintenance of the construction department.

This role requires someone multi-skilled in carpentry, metalworking, and prop making, along with previous experience supervising a workshop or working within a similar team environment. You will be a proactive problem solver, capable of managing multiple tasks, maintaining high standards of quality and safety, and supporting the successful delivery of projects. This person will need to engage readily with the Rep Production departments' shared sustainability ambitions and contribute news ideas and suggestions for the continual improvement of our processes. Confidence in engaging with IT systems is a must.

Main Responsibilities

- 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
- Contribute of proposals for the improvement of the workshop departments and processes
- To cooperate with and support technical departments, colleagues, visiting Production Managers, Designers and other staff
- To ensure high standards of quality in all areas of work, keep pace with technical developments and undertake further training and development as required
- To work to design and installation deadlines as per production and technical schedules
- Occasional manufacturing and repair of non-scenic items

- To support and actively participate in the Rep's Creative Learning and Talent Development schemes; e.g. apprenticeships, work placements, open days etc
- To maintain a safe working environment, ensure risk assessments method statements or safe systems of work are understood and that they are implemented and that the appropriate training has been completed

Communication & Administration

- Ensuring plans and scenery are appropriately annotated and marked
- To attend production and company meetings
- Ensuring staff scheduling data and other record keeping is timely recorded in our HR & scheduling portal
- Ensuring plans and scenery are appropriately annotated and marked
- To attend production and company meetings

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. Post-holder may be required to undertake other reasonably determined responsibilities appropriate to the level of the role.

Accountabilities

You will be responsible for...

- Supervision of the Workshops teams

Person Specification

You must have...

- Strong skills in carpentry, metal working and prop making
- The ability to accurately interpret technical drawings and ground plans
- Proven supervision capabilities in a workshop or similar team environment.
- Ability to work under pressure while managing time effectively, meeting deadlines and continue to pay close attention to detail and accuracy
- Excellent communication and organisational skills
- Ability to be an integral part of a team but also to use initiative and work independently
- Knowledge of current Health and Safety practice and practical implementation
- Ability to and experience of working at height

If you do not demonstrate that you meet these minimum criteria, you may not be shortlisted.

It'd be great if you had...

- Specialist making skills not mentioned above
- Carpentry or welding qualification
- Full clean driving license and experience in driving vans
- An understanding and practical experience of staging & rigging
- Experienced in using a broad range of access equipment
- Forklift use license/certification
- First aid certification
- Ability to carry out engineering calculations and to produce technical drawings
- To repair and maintain workshop machines.

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.