

# Rep Job Profile

|                       |                                                           |                        |                           |
|-----------------------|-----------------------------------------------------------|------------------------|---------------------------|
| <b>Job Title:</b>     | Head of Workshop                                          | <b>Department:</b>     | Workshop                  |
| <b>Contract Type:</b> | Full Time                                                 | <b>Salary (Grade):</b> | £43,000-£48,000 per annum |
| <b>Hours:</b>         | 39 hours, plus additional hours for fit ups and get outs. | <b>Reports to:</b>     | Technical Director        |

## Role Summary

The Head of Workshop is responsible for the management of the workshops (woodwork, metal and props), ensuring the safe, efficient, and high-quality delivery of all scenic construction, fabrication, maintenance, and repair activities. The role oversees workshop operations, staff, resources, and build schedules, supporting the successful delivery of productions while maintaining the highest standards of craftsmanship, safety, sustainability, and operational excellence.

The Head of Workshop reports to the Technical Director and works closely with Production Managers (freelance), Artistic & Producing Directors, Designers and Technical Departments to ensure productions are delivered on time, within budget, and to the required artistic and technical standards.

## Main Responsibilities

- Lead and develop the Workshop and Props departments, creating a positive, inclusive and strong performing culture.
- Develop, manage, and monitor workshop and production budgets, ensuring effective financial planning, cost control, and value for money.
- Manage workshop resources, staffing, and schedules to ensure the safe and efficient delivery of projects within agreed timescales and budgets.
- Oversee the construction, modification, maintenance, and repair of scenery, props, and production assets.
- Plan and monitor workloads, staffing requirements, and material usage to maximise productivity and operational efficiency.
- Work closely with Production Managers, Designers, Technical Managers, and Heads of Department to deliver production requirements.
- Provide technical expertise and innovative solutions to construction and production challenges.
- Monitor project progress and take corrective action to mitigate risks to schedules, budgets, and quality.
- Champion sustainable production practices in line with the Theatre Green Book, identifying opportunities to reduce waste, maximise material reuse and minimise environmental impact.
- Build and maintain effective working relationships with internal departments, freelancers, suppliers, and external stakeholders.
- Ensure workshop machinery, tools, equipment, and facilities are maintained and operated safely and in accordance with relevant legislation and best practice.

- Lead, manage and develop the Workshop Team including apprentices, in particular ensuring appropriate competency levels are maintained
- Maintain accurate records, documentation, risk assessments, reporting, stock control, and other administrative requirements to support efficient workshop operations.
- Construct scenery to the highest standards in the carpentry and metal workshops and participate in all fit ups for Rep productions.

### Accountabilities

#### You will be responsible for...

- Directly employed team of 5 Including x 1 Apprentice, c5 Casuals, plus Freelancers
- Budget Responsibility of £250k (excluding staff costs)
- Health and Safety Compliance & Safe Working Practices

### Person Specification

#### You must have...

- Significant experience in scenic construction (Metal and Woodwork), workshop management, or theatre production.
- Strong leadership and people management skills.
- Advanced knowledge of workshop fabrication techniques, including timber and metalwork.
- Ability to interpret technical drawings and production documentation.
- Excellent knowledge of health and safety legislation and safe working practices.
- Strong organisational and project management skills.
- Ability to manage multiple projects and competing deadlines.
- Excellent communication and problem-solving abilities.
- Commitment to sustainability and continuous improvement.

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

#### It'd be great if you had...

- Relevant technical or vocational qualifications.
- Experience managing workshop budgets and procurement.
- Experience of CAD and digital production technologies.
- Formal Health and Safety qualification (e.g., IOSH or NEBOSH).
- Experience working in a producing theatre or live events environment.