



## REALLY USEFUL THEATRES GROUP LIMITED

### JOB DESCRIPTION

Date:	September 2015
Job Title:	Deputy Master Carpenter
Reports to:	Master Carpenter
Job purpose:	To support and deputise for the Master Carpenter in ensuring the smooth running of the Stage Department, ensuring the highest technical and safety standards are met and maintained. To assist the Master Carpenter in utilising all available resources in order to maximise the efficiency of the department and deliver an excellent service to Producers, Promoters and the Company.

#### Main duties:

##### Staff:

- Instructing, motivating and fully utilising all staff through the efficient delegation of duties within the Stage Department.
- Assisting the Master Carpenter with preparing the staff rota ensuring that it meets the requirements of Really Useful Theatres Group and those of the visiting production company and that staff working hours are compliant with the SOLT/BECTU Agreement and the Working Time Directive.
- Accurately completing timesheets for staff within the Stage Department ensuring they are submitted on time and in line with the SOLT/BECTU Agreement.
- In conjunction with the Master Carpenter, collating holiday requests for all members of the department, carefully monitoring levels of sickness absence and maintaining accurate records.
- Monitoring performance levels of full-time and performance staff and if necessary, conducting performance reviews. To keep the Master Carpenter informed of any staffing or personnel issues within the department and to seek assistance and support from the Theatre Management team where necessary.
- Assessing the training needs of the Stage team, ensuring staff receive adequate on the job training and that recommendations for appropriate formal training are made to the Master Carpenter.

#### Health and Safety:

- To assist the Master Carpenter in ensuring that the Company's Health and Safety Policy and Alcohol and Drugs Misuse Policy are adhered to by all Stage Department Staff.
- To advise the visiting company/Stage Manager of any practice associated with the Production which may be considered as being unsafe.
- To compile and regularly review risk assessments relevant to the Stage Department and to assist the Master Carpenter in conjunction with the Chief Electrician, to compile and regularly review the Fire Risk Assessment sheets for all backstage areas of the building.
- To ensure that recommendations contained within the risk assessments for both the show and the building are implemented.
- To ensure that all stage equipment is maintained to a high standard and access equipment is regularly inspected and/or tested in accordance with the Company's policies.
- To assist the Master Carpenter in keeping accurate records of the testing and maintenance of all equipment.
- In conjunction with the Master Carpenter, to attend and actively participate in

- To assist the Master Carpenter in keeping accurate records of the testing and maintenance of all equipment.
- In conjunction with the Master Carpenter, to attend and actively participate in regular Health and Safety Committee meetings.
- In conjunction with the Master Carpenter, to attend and actively participate in Health and Safety audits and attend inspections by Westminster City Council and other licensing authorities.

#### Productions:

- Liaising with the resident production Company and Stage Management teams, maintaining excellent communication channels and to respond quickly and efficiently to all requests from the Producer.
- To assist the Master Carpenter in ensuring the production is maintained to the highest technical standards.
- To have a thorough knowledge and awareness of the cues and workload of every member of the performance stage crew in the running of a production.
- Attending production meetings as and when required for new productions, Sunday Concerts and other special events to advise on the facilities available, to discuss and agree on the scope of a particular event or concert and to offer guidance and support where necessary.
- To provide all visiting producers, promoters or event organisers with an exemplary technical service and to be a confident & respected representative of the building so as to maintain the excellent reputation and standing of Her Majesty's Theatre.
- Liaising with and supervising contractors on behalf of the visiting company and Really Useful Group Theatres. Monitoring the level of service and quality or workmanship of contractors, raising any concerns or issues and making recommendations accordingly.
- Recognising and resolving the competing needs of the visiting company and the theatre.

#### Building:

- Liaising with the Company's Estate Maintenance Manager to assist with general maintenance issues.
- To assist the Master Carpenter in ensuring that all backstage areas are kept tidy and well maintained and that an excellent standard of general housekeeping is sustained at all times.
- To proactively identify and address any issues or deficiencies within the building and (with reference to the Master Carpenter and Theatre Manager) to identify, instigate and manage projects that would be of significant benefit to the operation of the theatre.

#### Ordering Supplies:

##### To assist the Master Carpenter with:

- Ordering of essential supplies for the building, ensuring appropriate stock levels.
- Checking deliveries to ensure they are in accordance with the order.
- Checking invoices against delivery notes, if required.
- Actively sourcing the best commercial deals for the Company and regularly reviewing the costs and quality of service in relation to all suppliers and service providers.

#### Essential Knowledge, Skills & Abilities:

- Experience of working at a senior technical level within the performing arts industry.
- Experience of managing staff - good leadership skills with the ability to challenge, motivate and direct staff.
- Ability to work effectively with Company partners.

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- Ability to work effectively with Company partners.
- Excellent technical skills and knowledge of relevant equipment.
- Excellent knowledge of relevant Health & Safety legislation.
- A good understanding of the SOLT/BECTU agreement.
- Able to use IT to a good standard in order to; complete timesheets, use software, use email and calendar, prepare documents and manage the administration of the Department.
- A good working knowledge of automated scenery and an understanding of hydraulic systems.

**Desirable Knowledge, Skills & Abilities:**

- Current PASMA and COSHH qualification.
- Current First Aid qualification.

**Person Specification:**

- An efficient and flexible approach; prioritises workload to meet targets and deadlines; manages multiple priorities and adapts quickly to changing requirements. This includes an understanding of how to prioritise the demands related to the building and the production.
- Ability and willingness to adapt style to build relationships and establish credibility with colleagues and the visiting production companies.
- Ability to work calmly under pressure.
- Pro-active; able to self-motivate and use own initiative in the absence of clear guidelines by identifying tasks, projects and/or potential problems in advance, creating solutions and taking ownership of outcomes as appropriate.
- A positive and inquisitive attitude towards technical developments in the industry.
- An open approach to performance feedback and a desire to continue learning and professional development.

It is a requirement of this role to be legally entitled to work in the UK. This job description reflects the current situation. It does not preclude change or development that might be required in the future.

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