

Job Description: Head of Department– Metal Shop



JOB PURPOSE

To lead and manage a team of scenic fabricators to produce high quality scenery. To project manage the production of scenery in the Metal Shop within the timescales and resources available. To liaise with other teams within the company as necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- To manage the workload of scenic fabricators within the department; ensuring work is completed in a timely manner whilst still maintaining Rocket Scenery's high standard of production.
- Have an excellent knowledge of working with steel and aluminium and other metal construction techniques and materials
- To be able to read and build accurately from construction drawings.
- Have experience of constructing 3-dimensional structures and bespoke items
- To build an effective and positive team providing support, supervision and encouraging staff to develop their skills. Carrying out induction and training as required.
- Ensure Health and Safety and correct working methods are adhered to by the department and to liaise with management team as necessary on any issues identified.
- To manage additional workers as and when needed to add capacity to the department.
- To keep up to date with new techniques, tools and materials and to use them within the work of the Metal Shop.
- To work with other departments; liaising on materials, schedules and construction techniques.
- To attend regular meetings to schedule tasks and to develop work plans for productions.
- To manage the stock levels, maintenance and housekeeping of the Metal Shop and its' equipment.
- To undertake any other duties which are consistent with the function of the job.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

JOB REQUIREMENTS

Requirements of the position include lifting, bending, stretching and reaching for long periods. Able to work at heights on ladders and access platforms is also required.

Due to the nature of this post, a flexible approach to hours will be necessary. Basic hours of this position are 38 hours a week but working overtime in evenings and weekends may also be required to ensure that the scenery is completed on time. There may also be some off-site work during fit-ups.

Post Holder’s immediate supervisor – Director

PERSON SPECIFICATION

Head of Department – Metal Shop

	Essential	Desirable
Have 2+ years’ experience working in a similar environment	✓	
Have larger scale fabrication experience.	✓	
Accredited welding certification.		✓
Excellent attention to detail and quality control	✓	
Have experience of managing a team in a workshop environment	✓	
Able to work under pressure and be decisive	✓	
Work to deadlines.	✓	
Able to work independently, but also as part of a team, and to deadlines	✓	
Work at height on ladders, access platforms and manual handling.	✓	
Knowledge of Health and Safety Requirements	✓	
To have an understanding of the demands of the theatre industry e.g. fit ups		✓
Experience of estimating time and materials		✓
Be computer literate		✓
Fork lift/ MEWP Trained		✓
Clean driving licence		✓