

Job Description: Head of Department– Scenic Art



Company Outline:

Since Rocket Scenery Ltd was first launched in 1999, we have developed a reputation for high-quality, beautifully finished theatre scenery. Based near the city centre of Nottingham, and employing more than 26 permanent staff, our 3400 sq. metres of workshops have seen the creation of sets for theatres up and down the UK and overseas.

Scenery is constructed by our skilled crafts people in the Metal Shop, Wood Shop and Set Electric Departments. The finishing is then completed by our team of 4 permanent Scenic Artists and Painters and at times extra Freelancers in the Paint Shop.

The Paint Shop at Rocket comprises of the main space, including paint bridge, and there is dedicated space in the adjoining workshop for floors and other scenery.

Job purpose:

To lead and manage a team of Scenic Artists to produce high quality scenery to a high standard as required by Rocket Scenery and its clients.

To project manage the finish of scenery within the workshop, adhering to timescales and budget available.

To liaise and communicate effectively with staff members, other departments and management within the company as necessary.

To create and maintain effective working relationships with Designers and Production Managers.

To help in the translation of the Designer's vision into a reality.

Duties & Responsibilities:

Scenic Art

- To be able to interpret Designers' small-scale ideas, and develop them into full-scale reproductions.
- Working with the senior scenic art team, prepare samples of techniques, materials and processes to achieve the high standard of finish that is required whilst still keeping to time and budget constraints.
- To be the decision maker on how best to achieve the designer's vision after consultation with colleagues when appropriate and find solutions that meet everyone's requirements.
- Have excellent knowledge of scenic painting techniques, layout and paint application skills, and colour mixing and matching.
- To use a broad range of scenic techniques, textures and materials in established processes but also to expand and develop their use in new ways.
- Fully able to produce all finishes and scenic tools, methods and processes to the highest standard.

- To stretch, hang and paint scenic cloths and gauzes, using projection and measuring out, and creating cut cloths effects.
- Encourage and teach junior members of the team to develop new skills and processes.
- To work off site when required at meetings or paint calls.

Paintshop Management & Communication

- Ensure work is planned, scheduled and distributed to meet required deadlines.
- To budget by estimating the number of hours required in painting scenery and material costs involved.
- Supervise and monitor staff to ensure the highest appropriate standards of work are maintained at all times whilst still keeping to budget and schedule.
- Build an effective and positive team providing support, supervision and encouraging staff to develop their skills. Carrying out induction, training, reviews and staff progress as required.
- To help ensure a positive and effective relationship with other departments, Designers and Production Managers.
- To report to other members of the management team any issues that may arise and to develop solutions.
- Ensure good housekeeping, health and safety and correct working methods in the workplace (meeting COSHH standards) are adhered to.

Administration

- To attend regular meetings to schedule tasks and to develop work plans for productions.
- With the Deputy Head of Department, book additional staff as required and order appropriate materials in time and within budget.
- With the Deputy Head of Department, manage and tutor students on placement.
- With the Deputy Head of Department, arrange and support paint calls.
- Ensure that the Paint Shop is secured, maintained and adequately equipped.
- To undertake any other duties which are consistent with the function of the job.

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PERSON SPECIFICATION – Head of Scenic Art

ESSENTIAL

- The successful applicant will need to have at least 2 years' proven experience of managing both projects and, at times, a large team. They will also have 4+ years of working in a similar environment.
- The successful candidate will have the traditional fine arts skills of sketching, rendering and painting.
- Ability to create textures using various materials and to use colour to exacting standards.
- Be resourceful and offer creative solutions to realise a design.
- Work efficiently with self-motivation and flexibility.
- Be able to maintain a professional yet friendly rapport with Designers and Production Managers.
- To be able to work under pressure and have an understanding of the demands of the industry e.g. Overtime when required, Sunday Paintcalls and very occasional working overnight.
- Be able to work independently, but also as part of a team, ensuring positive working relationships with colleagues throughout the company.
- Excellent attention to detail and quality control.
- Be able to read and interpret scale drawings
- Be happy working at height on ladders, access platforms and paint bridge.
- The role of Head of Department requires the candidate to be physically fit as their job involves manual handling, bending, stretching and reaching for long periods of time.

DESIRABLE

- Have completed a degree or similar in Scenic Arts.
- Be computer literate especially with image editing programs.
- Resourceful in sourcing materials and visual references.
- Clean driving licence.