

Job title:

# Deputy Head of Scenic Art

Responsible to:

Head of Scenic Art



Cardiff Theatrical Services is a world-class scenery manufacturer delivering sets and scenery to many of the world's leading performing arts companies of theatre, opera and ballet such as The Royal Opera, National Theatre, Opera North, Sonia Friedman Productions, English National Opera, Glyndebourne, Cameron Mackintosh, Atlanta Ballet, Almeida Theatre, Chicago Lyric Opera, *Mamma Mia! – The Party* and Welsh National Opera.

Based in Cardiff and a wholly-owned subsidiary of world-renowned Welsh National Opera, CTS has played a leading role in the development of the Welsh capitol as the UK's fastest-growing creative and artistic hubs outside London. Cardiff boasts vibrant, thriving and diverse arts, design, cultural and media communities and world-class venues and creatives.





# Job Description

Cardiff Theatrical Services (CTS) is a wholly owned subsidiary of Welsh National Opera. The Deputy Head of Scenic Art will work as part of a team to produce first class scenery contracted to CTS by various clients both in the UK and abroad.

## Main purpose of job

To help manage the scenic art department in the delivery of projects, and the effective management of staff. To work alongside the Head of Scenic Art and the Head of Construction to create a fully collaborative working environment in which all staff are encouraged to develop and flourish in their craft. To maintain the incredibly high quality of the company's scenic artwork, and to constantly seek out new skills, products, and techniques to ensure that that CTS remains at the forefront of scenic art provision in the UK. To deputise for the Head of Scenic Art as required.

**Department** CTS

**Salary** £35,000 per annum

**Deadline for Applications**

Monday 16 May 2022 (12pm)

Permanent, Full Time



# Key responsibilities:

- 7 Deliver project interpretation and costing estimates.
- 7 Purchase materials and services in a timely manner from a broad range of suppliers ensuring CTS receive the best customer value and service.
- 7 Demonstrate a wide range of scenic skills and techniques to a high level and be expert in some specialist areas.
- 7 Undertake complex artistic projects alongside other staff and lead when necessary.
- 7 Demonstrate an expert level of creative, interpretive, and aesthetic skills, and have a high level of practical ability in drawing, painting, and 3d work.
- 7 Fully understand how to interpret models, drawings, and references in relation to the whole project.
- 7 Train and instruct less experienced people.
- 7 To work with all staff to assist in their personal development.
- 7 Keep abreast of new technology and equipment and make suggestions for future investment in equipment.
- 7 Liaising with others regarding agreed targets, processes, and finishes
- 7 Promote good working practices and procedures.
- 7 Monitor stock levels and order as required.
- 7 Liaise with clients as required.
- 7 Forward planning of your own work to ensure that you meet your deadlines.
- 7 Daily break down of work process to ensure that key stages are completed in sufficient times to meet deadlines.
- 7 Forward planning of space requirements to ensure minimum disruption to general flow of work in liaison with other HoD's.
- 7 Plan and review schedules in advance of activity in the workshop.
- 7 To build up a database of excellent Freelance and casual staff for work on and off site.
- 7 To undertake projects alone and unsupervised when requested.
- 7 To supervise staff as necessary.





- 7 Develop positive relationships with colleagues, managers, and team members.
- 7 Establish and maintain the trust and support of colleagues, managers, and team members.
- 7 Encourage self-development and self-motivation.
- 7 Promote good working practices and procedures.
- 7 Ensure individuals, teams, colleagues, and managers are advised of appropriate information.
- 7 To drive company vehicles and hired vehicles when required.
- 7 To supervise at fit-ups and installations on site.
- 7 To support the management in the smooth running of projects.
- 7 The health and safety of all team members must always be paramount, and all safety controls must be followed (see level of responsibility attached).

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## General

- 7 To cooperate with us in complying with relevant health and safety legislation, policies and procedure in the performance of the post.
- 7 The post carries responsibility for Health & Safety issues at level 6 (see attached).
- 7 To behave in accordance with our values.
- 7 To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- 7 To ensure compliance with our policies and procedures at all times

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.



## Company Values

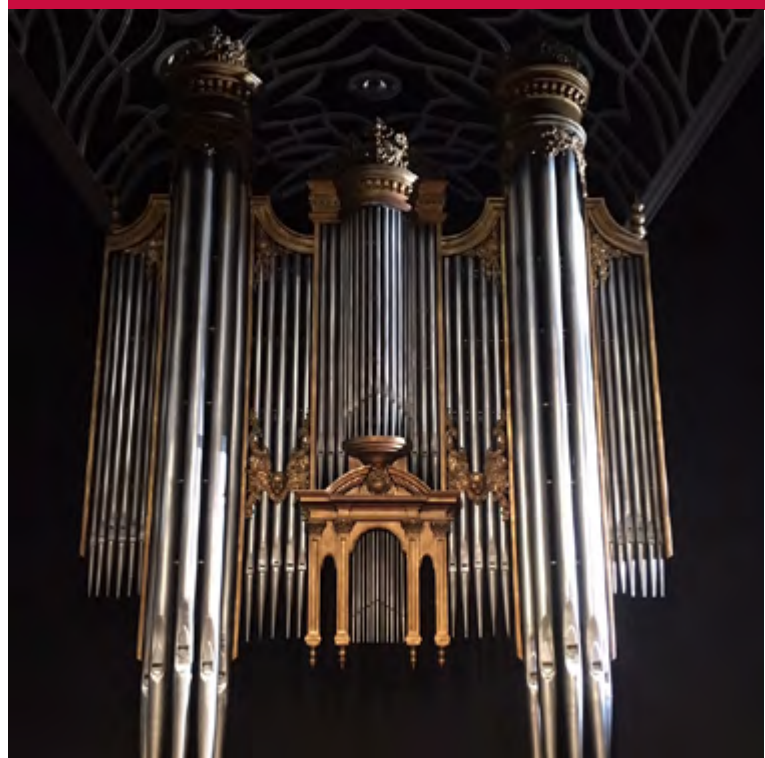
**Inclusive** We have a workplace culture where all people are respected and valued

**Collaborative** We work as a team to achieve common goals

**Dynamic** We challenge ourselves creatively and encourage new ideas

**Generous** Our people use their talent, knowledge, and skills with a generosity of spirit

**Responsible** We act with integrity and accountability



# Person specification



## Knowledge, skills, training and experience:

- └ Good level of general education at least to 'O' level / GCSE standard.
- └ Extensive experience of painting scenery in a commercial environment.
- └ Experience of leading a team in a busy scenic workshop.
- └ Experience of generating quotes for scenic art projects.
- └ An outstanding working knowledge of scenic art techniques.
- └ General computer literacy.
- └ Ability to recognize and meet strict deadlines.
- └ Experience in planning and scheduling a team of scenic artists.
- └ Ability to work alone and under own initiative as well as being a team member.
- └ Excellent organizational skills.
- └ Helpful and enthusiastic manner.
- └ Commitment to initiate and contribute to the development of all systems in the Scenic Art department.
- └ A commitment to develop and improve the abilities and welfare of staff across the department.
- └ A strong understanding of materials and COSHH.
- └ Experience in the methods and principles of scenery construction. \*
- └ Experience of managing the space and facilities required to run a successful scenic art department. \*
- └ Welsh language speaker/writer. \*
- └ Understanding of GDPR legislation. \*

Points marked with an asterisk (\*) are desirable rather than essential.



# Health and Safety



## Individual Responsibilities

All Employees  
(Level 6)

### Every employed person, including Managers

#### Responsibilities

All employees are responsible for: -

- └ The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
- └ Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
- └ Reporting promptly to the appropriate Manager potential or actual hazards and defects.
- └ Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
- └ Knowing the correct action to be taken in the event of an accident, fire or other emergency.
- └ Co-operating with Management and other employees in meeting statutory requirements.
- └ Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.