



Job title:

# Project Coordinator

Responsible to:

**Head of Project Management**



[cardifftheatricalservices.co.uk](http://cardifftheatricalservices.co.uk)

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 Project Coordinator 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

The Project Coordinator will work with the Head of Project Management to ensure projects are completed to the specification agreed in the scope of work, within the financial parameters and to the highest possible technical standard. Together with the Head of Project Management they will research and develop other sales markets for the company.

## Scope

The Project Coordinator will be able to demonstrate a high level of versatility by being able to

- a) take project information and quantify it into materials and labours costs.
- b) ensure all project milestones are met and completed as set out in the agreed scope of works.
- c) purchase materials and services.
- d) be responsible for the generation of each project specific health and safety file.

**Department** CTS

**Salary** £33,000 per annum

**Deadline for Applications**

Monday 9 May 2022 (9am)

Permanent



# Key responsibilities:

- 7 Acquire a detailed working knowledge of CTS projects as alongside the Head of Project Management – suggesting cost effective modifications as appropriate.
- 7 Be able to suggest design and construction solutions in discussion with the Head of Project Management
- 7 Ensure all client communication is carried out in line with the company values.
- 7 Ensure quotations and scope of work documents are accurate and delivered within agreed timeframes.
- 7 Commission specialist contractors to provide services, and purchase materials and services in a timely manner ensuring CTS receive the best customer value and service.
- 7 Liaise with the CTS Administrator to ensure all paperwork is delivered in a timely fashion, including all Purchase orders, invoices, Health and safety, and environmental documents.
- 7 To provide support to the Head of Project Management and Head of Construction as required in the organisation and administration of project work; including researching project specific materials, organising samples and coordinating design information for various projects.
- 7 Ensure that adequate records are created and updated as necessary.
- 7 Participate in commercial income streams where appropriate.
- 7 Apply equally high standards of safety, efficiency, and artistic integrity to all CTS projects.
- 7 Be the point of contact for client enquiries if the Head of Project Management is unavailable.
- 7 Ensure CRM database is put in place and kept up to date.
- 7 Support the company in developing new business sections and the building of relationships with new clients.



- ✔ Promote a positive safety culture, adhering to the Company's Health & Safety policies, rules, and regulations always.
- ✔ The post carries responsibility for Health & Safety at level 6 (see attached).
- ✔ Carry out and/or oversee the creation and ongoing review of Risk Assessments and Safe Systems of Work as required by each project and compile the Health and Safety pack for each project
- ✔ Liaising with others regarding agreed targets and finishes.
- ✔ Working with all other staff in the department to achieve steady and efficient flow of work.
- ✔ Promote good working practices and procedures.
- ✔ Identify and discuss any opportunities to improve productivity and service.
- ✔ Build long lasting relationships with clients to secure future business.
- ✔ Forward planning of your own work to ensure that you meet your deadlines.
- ✔ Daily break down of work process to ensure that key stages are completed in sufficient times to meet your deadlines. This is particularly important when relating to deadlines for other departments.
- ✔ Forward planning of own space requirements to ensure minimum disruption to general flow of work.
- ✔ Discuss completion dates with the Heads of Departments to prioritise key project milestones.
- ✔ To build up a database of good quality freelance and casual staff for work on and off site.
- ✔ Ensure client database records are kept up to date.



## 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



- 7 To undertake projects alone and unsupervised when requested.
- 7 Attend all project specific meetings and communicate the actions to the relevant team.
- 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 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. 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.



# Person specification



## Skills, knowledge and experience:

- └ Experience of working in a scenic workshop.
- └ A broad working knowledge of techniques used in scenic construction and painting.
- └ A positive and proactive work ethic.
- └ General computer literacy.
- └ Ability to recognise and meet strict deadlines.
- └ Experience in planning and scheduling a team of skilled craftspeople.
- └ Ability to work alone and under own initiative as well as being a team member.
- └ Excellent organisational skills.
- └ Helpful and enthusiastic manner.
- └ Commitment to initiate and contribute to the development of all systems at CTS.
- └ A commitment to develop and improve the abilities and welfare of staff across the department.
- └ An excellent understanding of current Health and Safety working practices.
- └ Experience in the methods and principles of scenic draughting\*
- └ Experience of generating quotes for scenic projects\*
- └ Experience of project management in a commercial environment\*
- └ Knowledge of Health and Safety standards\*
- └ Knowledge of Autodesk Inventor\*
- └ Knowledge of the general theatrical design process\*
- └ 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.