

Job title:

# Scenic Artist

Responsible to:

**Head of Scenic Art**



[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 Scenic Artist 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 Scenic Artist reports directly to the Head of Scenic Art for all personnel matters, and will liaise closely with the Deputy Head of Scenic Art, the Scenic Art Supervisor, and senior project staff. They will work as part of a team that includes CTS's Construction Department in order to produce first class scenery as contracted to CTS by various clients both in the UK and abroad.

## Scope

To assist in the creation, painting and finishing of scenery for all CTS projects.

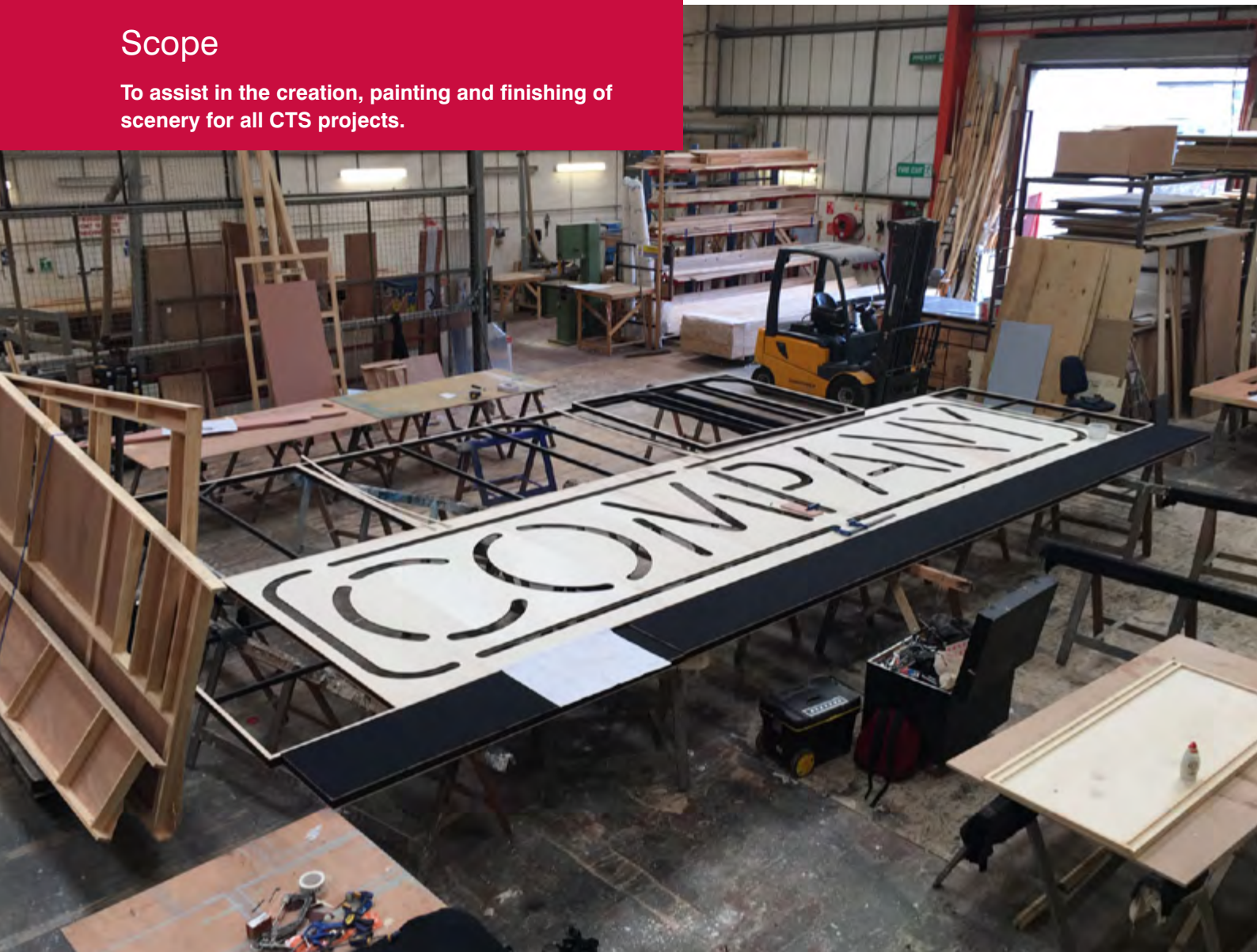
**Department** CTS

**Salary** £21,354.84 – £23,930.40  
per annum

**Deadline for Applications**

Monday 16 May 2022 (12pm)

Permanent



# Key responsibilities:

- ✔ Demonstrate a wide range of scenic skills and techniques to a high level and be expert in some specialist areas.
- ✔ Be able to individually undertake complex artistic tasks on shows.
- ✔ Undertake complex artistic projects alongside other staff and lead when necessary.
- ✔ Demonstrate an expert level of creative, interpretive and aesthetic skills, and have a high level of practical ability in drawing, painting, and 3d work.
- ✔ Fully understand how to interpret models, drawings and references in relation to the whole project.
- ✔ Train and instruct less experienced people.
- ✔ Cleaning of tools and equipment to keep in good working order.
- ✔ Report any faults to Scenic Art Supervisor to facilitate repair.
- ✔ Keep personal work area clean and tidy.
- ✔ Carry out everyday activities such as housekeeping, deliveries, movement of scenery, and equipment maintenance.
- ✔ Ensure minimal waste of resources.
- ✔ Return all tools and equipment to lockable storage area at the end of each working day.
- ✔ Checking that stores are locked and that the lights and extractors are switched off at the end of each working day.
- ✔ Promote excellent working practices.
- ✔ Liaising with others regarding agreed targets and finishes.
- ✔ Liaising with other departments when a process affects the piece being worked on.
- ✔ Working with all other staff in the department to achieve steady and efficient flow of work.
- ✔ Promote good working practices and procedures.
- ✔ Discuss with senior personnel the benefits or disadvantages of any proposed changes.
- ✔ Identify and discuss any opportunities to improve productivity and service.
- ✔ Observe stock levels regarding your own job and report any shortfalls.
- ✔ Talk to clients in the absence of senior personnel.
- ✔ 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 your deadlines. This is particularly important when relating to metal fabrication and paintshop deadlines.
- 7 Forward planning of own space requirements to ensure minimum disruption to general flow of work.
- 7 Discuss with senior personnel the need for extra staff and or overtime at key points in the project.
- 7 Discuss completion dates with senior personnel in order to organise removal transport or otherwise.
- 7 Plan and revue in advance rough guide to workshop throughout regarding individual projects.
- 7 To undertake projects alone and unsupervised when requested.
- 7 To supervise casual and contracted labour 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 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).



## Company Values

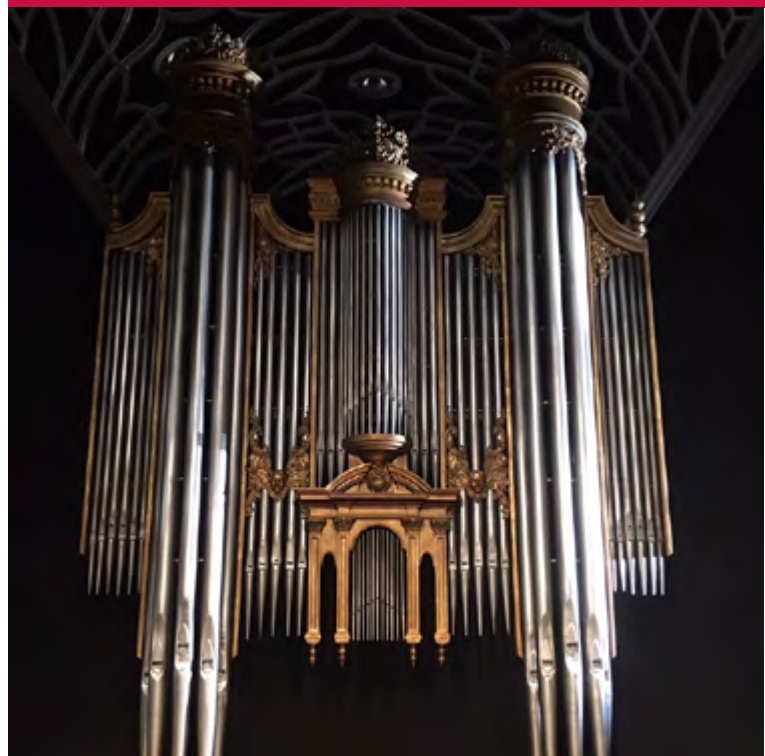
**Inclusive** We have a workplace culture where all people are respected and valued

**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

### Skills, knowledge and experience:

- └ A high level of skill and ability in all aspects of scenic art.
- └ Experience of working as a professional scenic artist.
- └ Ability to prioritise a complex workload and work to tight deadlines.
- └ Excellent interpersonal, verbal and written communication skills.
- └ Ability to work without supervision and to take the initiative, but also to work within a team.
- └ Excellent time management skills.
- └ Ability to pay attention to detail.
- └ Flexibility in working practice.
- └ A UK driving licence.\*
- └ Experience in using Photoshop and/or Illustrator.\*
- └ Knowledge of Microsoft Office.\*
- └ Welsh language speaker/writer. \*

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

## General

- └ 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).
- └ To behave in accordance with our values
- └ To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- └ 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.



# 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.