

# Job Vacancy

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## Assistant Master Carpenter

Department:	Technical
Salary Range:	£33,720.12 per annum
Deadline for Applications:	Sunday 28 April 2019 (12 pm)
Interviews:	Tuesday 14 May and Wednesday 15 May 2019

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-forus#Current-vacancies> and submitted electronically to [recruitment@wno.org.uk](mailto:recruitment@wno.org.uk) or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

## Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

## Our Vision

We believe in the power of opera to transform lives.

## Our Values are:

**Expert** our people have the talent, knowledge and skills to deliver at every level with the highest quality standards

**Collaborative** our work is created by people coming together and working in partnership to successfully achieve common goals

**Smart** we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential

**Innovative** we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas

**Inclusive** we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive

## Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some

of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

David Pountney, one of the world's most influential opera directors, joined WNO to lead the Company as Chief Executive in 2011 prior to becoming the Company's Artistic Director alongside Leonora Thomson as Managing Director in December 2015.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Tomáš Hanus joined WNO as Music Director in 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

## About Cardiff – The Home of Welsh National Opera

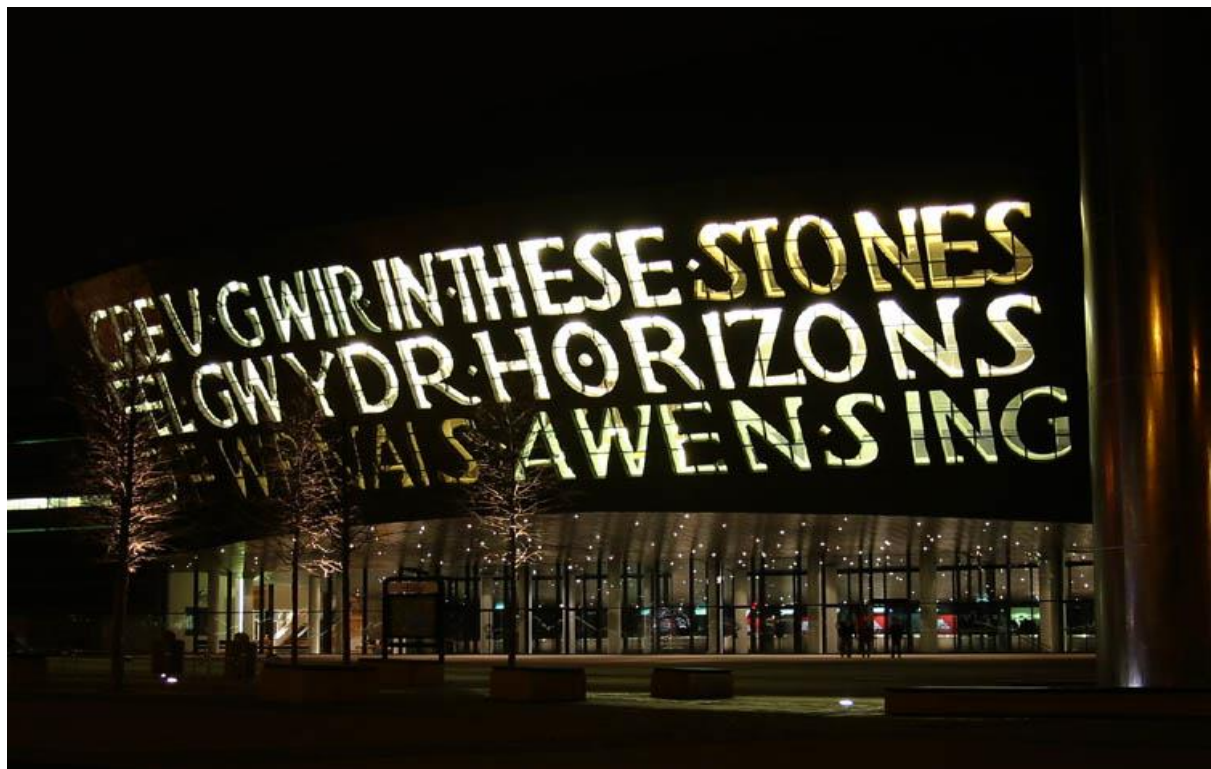
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as *Torchwood*, *Merlin*, *Gavin and Stacey*, *Casualty*, *Sherlock*, *Upstairs Downstairs*, *The Hollow Crown* Shakespeare series of plays and *Pobl y Cwm* are all produced by BBC Wales and S4C, with *Doctor Who* attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



## Stage Department

The Stage Department employs 17 full-time staff whose main task is the setting and running of our opera sets. The Stage Technical Team is led by the following key positions:

The Master Carpenter, who has the overall responsibility of ensuring a safe and efficient set-up and build of our stage sets, as well as being line manager for the whole of the stage staff. He also accompanies hired shows and has an input into improving the technical build of sets.

The Deputy Master Carpenter, who deputises for the Master Carpenter and directly shares the responsibility of the Master Carpenter.

The Assistant Master Carpenter's, who are in charge of each of the two crew's working alternate shifts and directly shares the responsibility of the Master Carpenter on those shifts.

The Head Flyman, who is directly responsible for rigging and flying any parts of the show and maintaining safety on all equipment used during that process.

The Property Master, who ensures all props needed for a show are present and safe to use and set at the right time and space during the show.

Sets going on stage are either new builds, manufactured by CTS, or older sets that will have been refurbished in our own workshops.

On old sets the Master Carpenter, in conjunction with his deputies, will advise the workshop on needed repairs and alterations. The stage team will then take on the responsibility of pulling the set out of storage and laying it out for repairs. This process usually happens four weeks prior to the start of rehearsals.

After the refurbishment the whole set will then be transported and built in one of our rehearsal rooms by the crew. They will also supply staffing during the rehearsal period to ensure a smooth running of the production

The next step would then be to once again shift everything into the theatre. The get-in is structured into first flying, or lifting out, everything required in that show. This can be anything from the backdrops to parts of the set, which need to fly out to facilitate the quickest possible scene change.

The second step would be to build the floor on which the main part of the scenery will then be placed. This may include a slightly raised sub floor, which will change the overall perception of the audience.

Thirdly all the rest of the scenery would be set. This includes anything from simple straight sidewalls to more complex elements such as false rocks, trees or whole Italian plazas. This would include the setting of all props such as tables and chairs as well as hand props such as glasses, books, candles and everything else you would expect to see in everyday life.

The final step is then to mask the set. This entails making sure that the audience cannot see behind the scenes. This is achieved by using large black walls or cloths to cover up the backstage workings.

The main challenge in this process is that every theatre we tour to is different. Differences lay in the size of the stage, the opening of the stage and different auditorium layouts. This means that the set needs to be more or less newly adapted for every venue we tour to.

Further duties of the Stage crew are:-

The loading and unloading of scenery, props, wardrobe, wigs and other items necessary for the touring company The building, running and striking of productions in touring venues.

The storage of scenery and props after a tour

The pre-building of shows before refurbishment or hire

The storage of show clothes and drapes in our state of the art stores

The storage and maintenance of Steeldeck, legs, treads and handrails

The recycling of productions at the end of their lives

## **Job Description**

<b>Role:</b>	Assistant Master Carpenter
<b>Department:</b>	Technical
<b>Responsible to:</b>	Master Carpenter
<b>Responsible for:</b>	Stage Technicians and Casual Stage Technicians

### **Main purpose of role:**

To supervise the staging elements of Rehearsals, Get Ins, Fit Ups, Performances and Get Outs as directed by the Master Carpenter.

### **Scope and dimensions:**

To manage the day to day work of one of the two Stage Crews.  
To deputize for The Deputy Master Carpenter and / or Master Carpenter as required

### **People management:**

To manage the performance of staff for whom the post is responsible, including:

- Supervising their work to achieve maximum effectiveness and provide support and guidance where needed;
- Providing feedback on performance including undertaking an annual appraisal review and identifying training and development needs;
- Providing staff with all relevant information on the company and their job and encouraging the upward communication of ideas and issues.

### **Key accountabilities:**

1. To be responsible to for the direct supervision of one of the Stage Crews and any attached temporary staff, including the discipline and timekeeping of this Crew.
2. To be responsible for the implementation of the Company's Health and Safety Policy with regard to the work of this crew and attached temporary staff. This post carries Health and Safety Responsibilities at Level 5.
3. To keep a record of all sickness and absences and check and sign all relevant timesheets ensuring they arrive promptly at the Technical Office.
4. To work with the Master Carpenter and the Deputy Master Carpenter to achieve the smooth and efficient running of the Stage Department and to be directly responsible to the Master Carpenter for the achievement of these aims.
5. To be aware of the need for liaison and co-ordination between all Company departments, particularly the Technical Office, Company Management, Stage Management Stage Departments, Electrics Department, Touring Props, Touring Wardrobe, Touring Wigs, Transport Department and the Making Departments.

6. To be responsible for the good presentation of any production and to carry out any repairs or alterations to achieve these aims.
7. To liaise with Production Management over new productions and to assist in any reasonable way to ensure a smooth production period.
8. To assist the Master Carpenter in the organisation and planning of the efficient storage of productions at the end of tours and to carry out any reasonable remedial work on these.
9. To be aware that the position requires a flexible approach to the number of hours worked.
10. To have the ability to tour both the U.K. and internationally, representing WNO when requested.
11. Any other reasonable duties as requested.

### **Health & Safety**

The post carries responsibility for Health & Safety issues at levels 5 & 6 (see attached).



# **Assistant Master Carpenter**

## **Person Specification**

### **Essential skills, knowledge and experience:**

- A good knowledge of stage craft and demonstrable experience of the industry.
- A good knowledge of touring theatre and at least five tours under your belt.
- Experience in general rigging and flying.
- Awareness of Health and Safety regulations with regard to working in a theatre and with theatrical equipment.
- Ability to work effectively both as a leader and within a team.
- Ability to solve practical problems under pressure.
- Ability to work independently from instruction.
- The ability to give clear and precise instruction
- Reliability and a positive attitude.
- Demonstrable ability to perform the duties listed above.

### **Desirable skills and experience**

- A Health and Safety qualification
- A Working at Height Qualification
- A first responder qualification
- A 7.5 tonne digital driving license
- Fluent Welsh speaker and writer

## **Employee Benefits**

### **Pension**

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

### **Maternity/ Paternity/ Adoption**

We offer a generous scheme which provides payments in addition to statutory provisions.

### **Corporate Leisure – Gym Membership**

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

### **Discounts**

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

### **Discounted Cinema Tickets from Cineworld**

Please contact HR for an access code.

### **Staff Parking Discount with Q Park**

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

## **Main Terms and Conditions**

- Salary £33,720.12 per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination of engagement during the probationary period is by one months' notice on either side.
- Normal office hours are 9.30 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood the job involves regular work outside these hours and therefore there is a need to be flexible in working outside normal office hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

# **Health and Safety**

## **Assistant Heads of Departments**

(Level 5)

Responsible to their Head of Department for the following within their areas and concerning personnel under their control:

To assist with maintaining acceptable health and safety conditions.

To assist with the observance and implementation of rules and systems, which are contained in the Health and Safety Policy.

Inspecting the condition of their area, and the activities carried out therein, to either correct any hazard or report them to the HOD.

To assist with investigating reports of hazards and taking appropriate action.

To assist with ensuring that all persons are:-

- given adequate health and safety training at induction and when
- exposed to new or additional risks.
- provided with relevant information on any risks to their health and safety, the preventive and protective measures, together with procedures in the event of an emergency.

To assist with prompt reporting of all accidents using the appropriate form and take the appropriate action to prevent recurrence.

Exercising disciplinary control over employees in, and visitors to, their area of responsibility to ensure observance of all rules and procedures.

To deputise in the absence of the Head of Department.

# **Health and Safety**

## **Individual Responsibilities**

### **All Personnel**

(Level 6)

Every employed person, including Managers.

#### **Responsibilities:**

All personnel 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 personnel 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