



Job Vacancy

Senior Project Carpenter

Department: Cardiff Theatrical Services

Annual Salary: £25,000 plus overtime

Deadline for Applications: Wednesday 23 October 2019 (12 pm)

Interviews: Thursday 7 November 2019

Permanent

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 or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

Cardiff Theatrical Services is a wholly owned subsidiary of Welsh National Opera

Cardiff Theatrical Services - CTS

CTS was established in 1984 by Welsh National Opera, and over thirty five years has gained an international reputation for building scenery with the highest quality production values at competitive prices.

CTS has a passion and proven ability to create truly outstanding scenery; and a client list including many of the UK's leading theatre, opera, musical, dance and performing arts companies, visitor attractions and exhibitions. From grand scale theatrical productions through to exhibitions and theming, we offer a first class service working with designers and production managers to create scenery for award winning productions. Recent projects include Mamma Mia – the Party!, The Doctor for the Almeida, and the current UK tour of Grease.

Our staff enable us to offer a huge range of skills along with traditional service values to companies large and small, and we pride ourselves in being open and accessible to all.

We relish a creative challenge and have the expertise and knowhow to problem solve and to turn project dreams into production reality.



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.

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 August 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 120,000 people each year.

Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 250 people and has a turnover of £18m. WNO is well poised to drive the next chapter of its exciting journey. Following his position as General Director of Seattle Opera since 2014, Aidan Lang joined WNO to lead the Company as General Manager in July 2019.

About Cardiff – The Home of Welsh National Opera

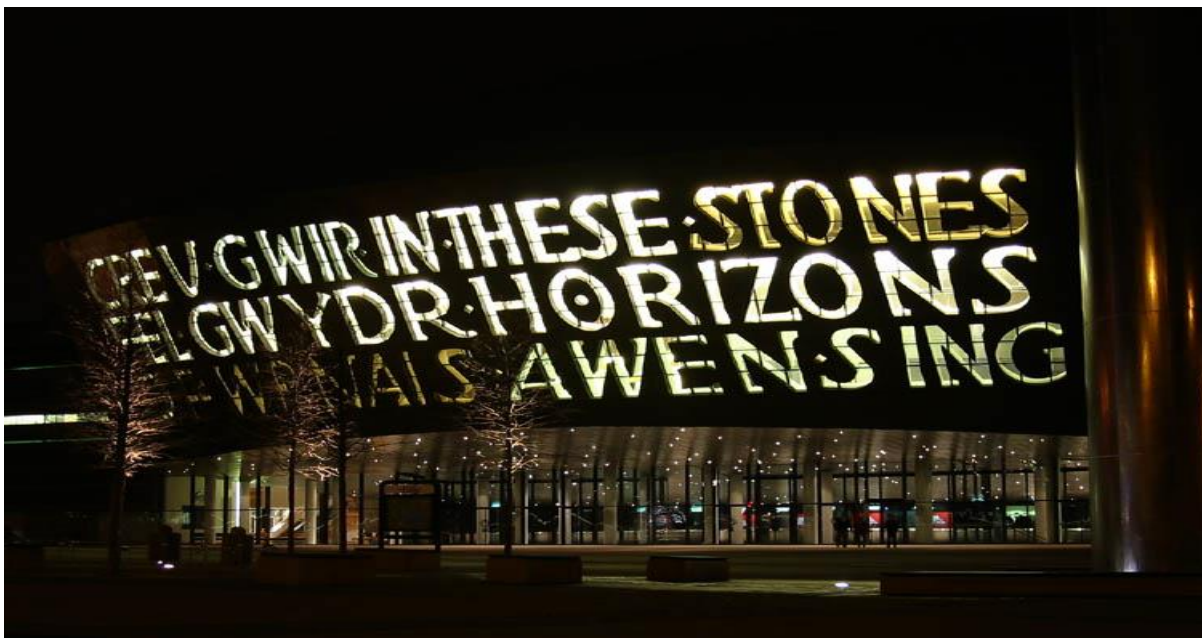
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

This is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; it 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.

This city 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 Doctor Who, Casualty, Sherlock, Pobl y Cwm, Torchwood, Merlin, Gavin and Stacey, Upstairs Downstairs, The Hollow Crown Shakespeare series of plays are all being or have been 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* bi-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.



Job Description

Job title: Senior Project Carpenter

Responsible to: Construction Supervisor

Main purpose of job:

To work with CTS Management and the Workshop Staff to ensure the smooth, and efficient running of projects through the Construction department in terms of the overall operation of Cardiff Theatrical Services

Scope and dimensions:

The post holder will be expected to carry out their duties at all CTS, WNO facilities, and at external venues as required by the nature of the work.

Key Accountabilities:

- To supervise the construction of projects, as allocated by the Project Manager, through the workshop to completion - ensuring the highest standards of quality are sustained at all times.
- Liaise with managers and staff to implement all manufacturing activity as outlined in the construction schedule, ensuring tasks are carried out in a safe and timely manner.
- To make scenery in whichever workshop/discipline a given project requires: It is anticipated that 90% of the post holder's time will be spent on the shop floor.
- To supervise load outs from CTS. This will include overseeing freelance crew to ensure scenery is loaded out safely and efficiently with all items ready for travel, and/or wrapped, weighed, clearly and neatly labelled and recorded for the CDM purposes
- Supervise fit ups for projects that you are responsible for the delivery of.
- To work with all staff to assist in their personal development.
- Monitor consumable and stock levels for the construction department in association with the Construction Supervisor.
- Represent the company's best interests at all times.
- Drive company vehicles as required.
- Keep abreast of new technology and equipment and make suggestions for future investment in equipment.
- Actively promote Health and Safety in the workplace. Specifically to identify hazards and actively monitor risks in the workplace.
- Attend training and courses as deemed necessary by the CTS management team.
- With the CTS management nurture and develop a fully inclusive working culture that enables all staff to develop their craft and ensures that best working practices are adhered to all times.
- Ensure excellent housekeeping in the workshop and storage areas at all times.
- Any other reasonable duties as requested by the CTS Management.

Health & Safety

This post carries individual responsibility for Health & Safety matters at Levels 5 and 6 (see attached)

Person Specification

Knowledge, skills, training and experience:

- Good level of general education at least to 'O' level / GCSE standard.
- An in-depth knowledge of scenic carpentry construction techniques including knowledge and experience of canvassing, application of artwork, creation of complex scenic elements that utilise CNC parts, mouldings and a combination of carpentry materials and plastics.
- An in-depth knowledge of the assembly of scenery in a theatre or other venue
- In addition to your core skill you should have a demonstrable working knowledge of either metal fabrication, rigging, or staff craft.
- Experience working in a fast-paced and busy scenic workshop.
- A good eye for detail, precision and a proven track record of excellent quality control.
- Able to run teams of people.
- Fully understand how to interpret models, technical drawings and references.
- General computer literacy
- A willingness to carry out work on behalf of CTS away from the workshop.
- A full clean Driving licence.
- Experience of, and ideally a qualification in, operating mobile elevated working platforms and forklift trucks.
- Ability to recognise and meet strict deadlines.
- Ability to work alone and under own initiative as well as being a team member.
- Excellent organisational skills.
- Commitment to contribute to the development of all systems at CTS.
- Helpful and enthusiastic manner

Complexity and need to problem-solve:

- The client's requirements must be addressed and strict financial control must apply.
- Budgets must be monitored and the planning of resources both human and material, alongside the workshop management team, is paramount.
- Technical aspects relating to the projects undertaken often require the assistance of others and the Senior Project Carpenter will be expected to liaise closely with other specialists.

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.

Free on-site parking

Main Terms and Conditions

- Salary £25,000 plus overtime, 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 trial period of six months.
- Termination of engagement during the trial period is by one week's notice on either side. Termination thereafter is by one months' notice on either side.
- Normal workshop hours are 8:00 am to 4:30 pm Monday to Thursday, and 8:30 am to 3:30 pm on a Friday, with a 30 minute lunch break, but it is understood that work will need to be undertaken outside normal office hours and at weekends.
- Holiday entitlement is 5 weeks per annum (pro rata during first year of employment).
- Sickness benefit during the trial period is at the statutory minimum. Entitlement after completion of the trial 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

All Employees

(Level 6)

Every employed person, including Managers.

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

(Level 5)

Responsibilities of Line Management

All individuals with responsibility for the management and supervision of work activities will ensure that:

- employees understand and implement the requirements of our Health and Safety Management System
- changes in our Health and Safety Management System are brought to the attention of all employees
- the requirements of our Health and Safety Management System are implemented and health and safety standards maintained at all times
- employees are encouraged to give a high level of commitment to health and safety
- employees, contractors and visitors are aware of and follow our safety procedures
- adequate training, information, instruction and supervision is provided to employees
- health and safety issues requiring action are communicated to senior management immediately
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety
- effective arrangements for communication and lines of reporting are established and maintained
- effective actions are taken when hazards and shortcomings are reported.