



# Casual Props Assistant

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<b>Department:</b>	Props Department
<b>Salary:</b>	£10.53 per hour
<b>Deadline for Applications:</b>	1 August 2021 (12pm)
<b>Interviews:</b>	W/C 2 August 2021

# Job Description

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**Job title:** Props Assistant

**Responsible to:** Head of Props

## **Key accountabilities**

- The Props Assistant assists the Senior Prop Technician and the Props Technicians to achieve the provision of props required for new productions and the refurbishment of current productions, together with the repairs necessary whilst the company is rehearsing and on tour.
- Assisting in the creation of props to the highest possible standard, as instructed by the Senior Prop Technician and the Props Technicians.
- Contributing to the maintenance of good housekeeping throughout the department.
- Awareness of Health & Safety and COSHH Regulations.
- Any other reasonable duties as requested by the Senior Prop Technician and the Senior Production Manager.

## **Health & Safety**

- Assist with the promotion of a positive safety culture within the stage department, adhering to the Company's Health & Safety policy, rules and regulations at all times.
- The post carries responsibilities as set out in the WNO Health and Safety Policy.
- Familiarise yourself with and follow risk assessments and Safe Systems of Work for delegated activities.
- Assist with ensuring high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.

## **General**

- 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
- To undertake any training appropriate to the post.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation. The post holder will be required to undertake such duties and responsibilities as may

reasonably be expected from time to time within the scope and grading of the post.

## Person Specification

### Props Assistant

#### Essential skills and experience include:

- Self-motivated and pro-active with the ability to work calmly under pressure and prioritise conflicting demands.
- A sympathetic approach to people working under pressure in an artistic environment.
- The ability to work as a member of a large team as well as the ability to work independently or to supervise small independent groups.

#### Desirable skills and experience include:

- A working knowledge of current Health & Safety practice relevant to the role.
- Basic IT skills including use of Outlook, Word and Excel.
- A flexible approach to the requirements of the job.
- Ability to travel independently within the UK and abroad.
- Experience of working in elements of repertory theatre. \*
- Experience of large-scale theatrical touring. \*
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices. \*
- A recognised Health and Safety qualification and/or the skills, knowledge and experience to obtain a qualification with suitable training. \*
- The potential to grow into amore senior role within technical theatre.\*.
- Full, current UK driving licence. \*
- An interest in Opera. \*
- Welsh language speaker/writer. \*

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.