

Job title:

Deputy Head of Scenic Art

Responsible to:

Head of Scenic Art



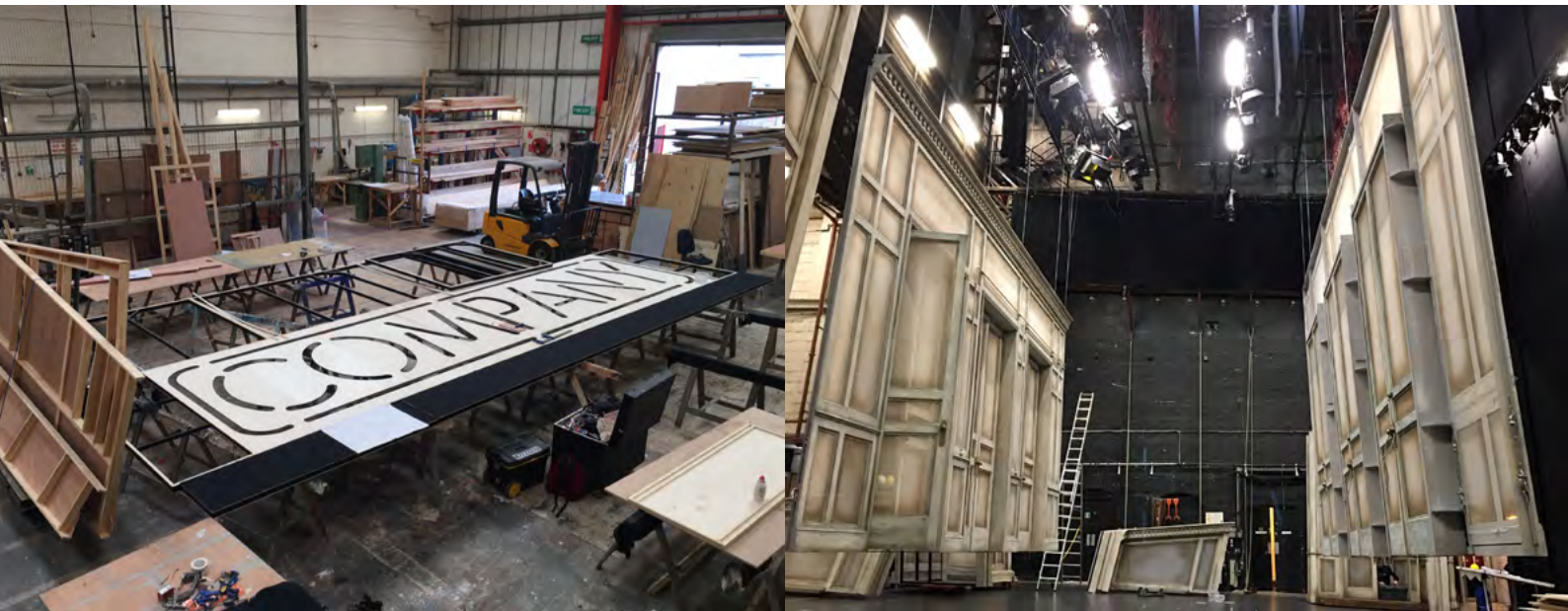
Cardiff Theatrical Services is a world-class scenery manufacturer delivering sets and scenery to many of the world's leading performing arts companies of theatre, opera and ballet such as The Royal Opera, National Theatre, Opera North, Sonia Friedman Productions, English National Opera, Glyndebourne, 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 Deputy Head of Scenic Art will work as part of a team to produce first class scenery contracted to CTS by various clients both in the UK and abroad.



Directly responsible for

Scenic Art Supervisor

Indirectly responsible for

Scenic Artists
Additional freelance and casual staff.
Apprentices and work Placements

Liaison with

Draughtspersons
Construction Supervisor
Senior Project Carpenter & Fabricator
Construction Manager
Project Managers
CTS Clients

Responsible to

Head of Scenic Art

Main purpose of job

To help manage the scenic art department in the delivery of projects, and the effective management of staff. To work alongside the Head of Scenic Art and the Workshop Manager to create a fully collaborative working environment in which all staff are encouraged to develop and flourish in their craft. To maintain the incredibly high quality of the company's scenic artwork, and to constantly seek out new skills, products, and techniques in order to ensure that that CTS remains at the forefront of scenic art provision in the UK. To deputise for the Head of Scenic Art as required.

Scope and dimensions

You will be taking design information and quantifying it into material and labour cost. You will assist the Head of Scenic Art with resource management and identifying staff development and training needs.

Key Accountabilities:



Technical skills

- ✔ Deliver project interpretation and costing estimates to the Project Managers in a timely and commercially viable way
- ✔ Fully understand how to interpret models, drawings and references in relation to the whole project
- ✔ Purchase materials and services in a timely manner from a broad range of suppliers ensuring CTS receive the best customer value and service
- ✔ Train and instruct less experienced people
- ✔ Demonstrate a wide range of scenic skills and techniques to a high level and be expert in some specialist areas
- ✔ Plan recruitment in the Paintshop and agree resource levels with the Head of Scenic Art
- ✔ Undertake complex artistic projects alongside other staff and lead when necessary
- ✔ Ensure that the department can employ the right people and type of skills to deploy for specific projects as they arise
- ✔ Demonstrate an expert level of creative, interpretive and aesthetic skills, and have a high level of practical ability in drawing, painting, and 3d work.
- ✔ Undertake appraisals of scenic art staff in the Paintshop
- ✔ To work with all staff to assist in their personal development
- ✔ Keep abreast of new technology and equipment and make suggestions for future investment in equipment

Communication skills

- 7 Liaising with others regarding agreed targets and finishes
- 7 Liaising with other departments when a process affects the piece being worked on
- 7 Working with all other staff in the department to achieve steady and efficient flow of work
- 7 Promote good working practices and procedures
- 7 Discuss with the Head of Scenic Art the benefits or disadvantages of any proposed changes
- 7 Identify and discuss any opportunities to improve productivity and service
- 7 Observe stock levels and rectify any shortfalls
- 7 Talk to clients in the absence of senior personnel

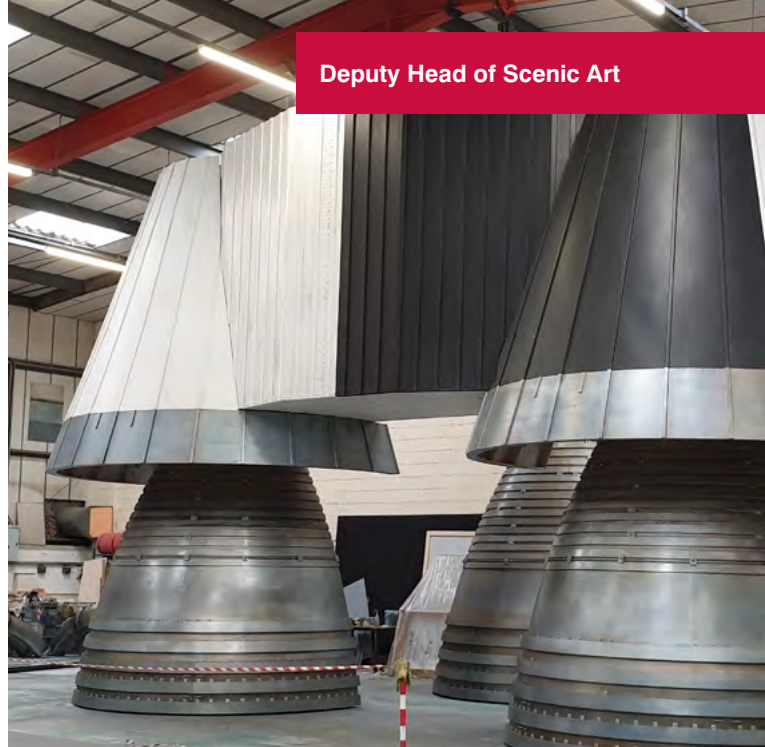
Organisation skills

- 7 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 deadlines for other departments
- 7 Forward planning of own space requirements to ensure minimum disruption to general flow of work
- 7 Discuss with Head of Scenic Art the need for extra staff and or overtime at key points in the project
- 7 Discuss completion dates with the Head of Scenic Art in order to organise project logistics
- 7 Plan and revue in advance rough guide to workshop throughout regarding individual projects
- 7 To build up a database of good quality Freelance and casual staff for work on and off site

Personal Responsibilities

- 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 supervise at fit-ups and installations on site
- 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)

Deputy Head of Scenic Art



Company Values

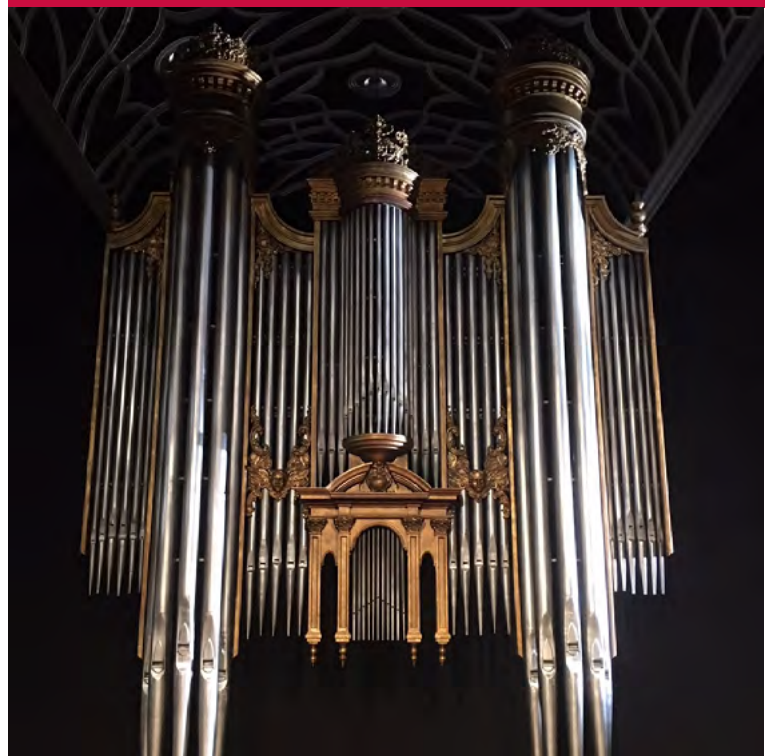
Inclusive We have a workplace culture where all people are respected and valued

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



General

- ✔ To cooperate with WNO in complying with relevant health and safety legislation, policies and procedure in the performance of the post
- ✔ 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 role will be based at the CTS site in Cardiff but will involve travel to locations within the UK and abroad
- ✔ Undertake any other duties and responsibilities that may be reasonably expected and required

Person Specification

Knowledge, skills, training and experience:

- ✔ Good level of general education at least to 'O' level / GCSE standard
- ✔ Extensive experience of painting scenery in a commercial environment
- ✔ Experience of leading a team in a busy scenic workshop
- ✔ Experience of generating quotes for scenic art projects
- ✔ An outstanding working knowledge of scenic art techniques
- ✔ General computer literacy
- ✔ Ability to recognise and meet strict deadlines
- ✔ Experience in planning and scheduling a team of scenic artists
- ✔ 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 in the Scenic Art department
- ✔ A commitment to develop and improve the abilities and welfare of staff across the department
- ✔ A strong understanding of materials and COSHH.
- ✔ Experience in the methods and principles of scenery construction. *
- ✔ Experience of managing the space and facilities required to run a successful scenic art department. *
- ✔ Ability to speak Welsh*

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

