



Job title:

Scenic Artist

Responsible to:

Scenic Art Supervisor



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

To be able to undertake all types of scenic art to finish scenic elements to a very high standard, within time and budget parameters, as set out by the management team. To also be able to lead on specific projects as required by the Scenic Art Supervisor.



Key Accountabilities:



Technical skills

- 7 Demonstrate a wide range of scenic skills and techniques to a high level and be expert in some specialist areas
- 7 Be able to individually undertake complex artistic tasks on shows
- 7 Undertake complex artistic projects alongside other staff and lead when necessary
- 7 Demonstrate an expert level of creative, interpretive and aesthetic skills, and have a high level of practical ability in drawing, painting, and 3d work.
- 7 Fully understand how to interpret models, drawings and references in relation to the whole project.
- 7 Train and instruct less experienced people

General maintenance

- 7 Cleaning of tools and equipment to keep in good working order
- 7 Report any faults to Scenic Art Supervisor to facilitate repair
- 7 Keep personal work area clean and tidy
- 7 Carry out everyday activities such as housekeeping, deliveries, movement of scenery, and equipment maintenance
- 7 Ensure minimal waste of resources
- 7 Return all tools and equipment to lockable storage area at the end of each working day
- 7 Checking that stores are locked and that the lights and extractors are switched off at the end of each working day
- 7 Promote excellent working practices



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 senior personnel the benefits or disadvantages of any proposed changes
- 7 Identify and discuss any opportunities to improve productivity and service
- 7 Observe stock levels regarding your own job and report 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 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

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 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



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

Essential Skills & 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 *

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

