



Job title:

# Scenic Art Supervisor

Responsible to:

Deputy Head of Scenic Art



[cardifftheatricalservices.co.uk](http://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 Art Supervisor 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 Artists  
Paintshop Assistants  
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

Deputy Head of Scenic Art

## Main purpose of job

To supervise the scenic artists in the delivery of projects. To work alongside the Head of Scenic Art and the Deputy Head of Scenic Art 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

## Scope and dimensions

To assist the Head and Deputy Head of Scenic Art in the planning, organisation, directing and co-ordination of the activities and resources of the Scenic Art workshop for the painting and finishing of scenery and all its associated parts

# Key Accountabilities:



## Technical skills

- └ Demonstrate a wide range of scenic skills and techniques to a high level and be expert in some specialist areas
- └ Undertake complex artistic projects alongside other staff and lead when necessary
- └ Demonstrate an expert level of creative, interpretive and aesthetic skills, and have a high level of practical ability in drawing, painting, and 3d work
- └ Fully understand how to interpret models, drawings and references in relation to the whole project
- └ Train and instruct less experienced people
- └ Undertake appraisals of scenic art staff in the Paintshop
- └ To work with all staff to assist in their personal development
- └ Undertaking the equipment maintenance programme in order to ensure that all machinery, tools, and other equipment used in the Paintshop are kept in good working order
- └ Keep abreast of new technology and equipment and make suggestions for future investment in equipment



# Communication skills

- 7 Liaising with other members of staff 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 and Deputy 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 Planning and presenting detailed instructions to workshop staff according to the schedule as defined by the Scenic Art Manager and Project Co-ordinators
- 7 Liaise with all departments and work to schedules to meet deadlines including working overtime when necessary
- 7 Allocating and co-ordinating activities, including rotating responsibilities as appropriate to achieve flexibility and the best use of skills
- 7 Ensuring good housekeeping in the workshop and storage areas at all times
- 7 Implement everyday activities such as housekeeping, deliveries, movement of scenery, and equipment maintenance
- 7 To build up a database of good quality
- 7 Freelance and casual staff for work on and off site
- 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 Deputy Head of Scenic Art the need for extra staff and or overtime at key points in the project
- 7 Discuss completion dates with the Deputy Head of Scenic Art in order to organise project logistics
- 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 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)



## Company Values

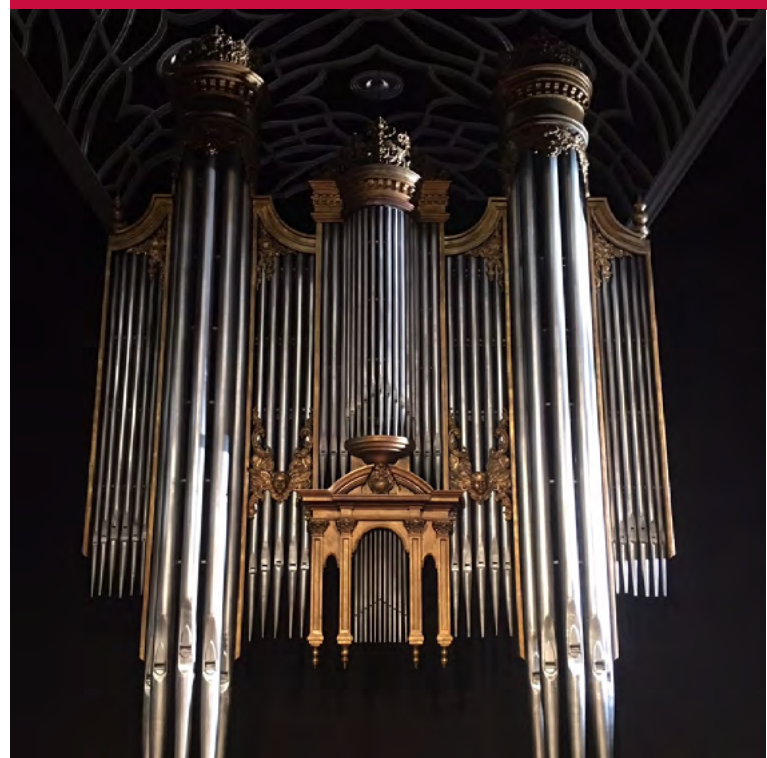
**Inclusive** We have a workplace culture where all people are respected and valued

**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

- 7 To cooperate with WNO in complying with relevant health and safety legislation, policies and procedure in the performance of the post
- 7 To behave in accordance with our values
- 7 To maintain confidentiality and observe data protection and associated guidelines where appropriate
- 7 To ensure compliance with our policies and procedures at all times
- 7 To undertake any training appropriate to the post
- 7 The role will be based at the CTS site in Cardiff but will involve travel to locations within the UK and abroad
- 7 Undertake any other duties and responsibilities that may be reasonably expected and required

# Person specification

## Knowledge, skills, training and experience:

- 7 Good level of general education at least to 'O' level / GCSE standard
- 7 Extensive experience of painting scenery in a commercial environment
- 7 Experience of supervising a team in a busy scenic workshop
- 7 An outstanding working knowledge of scenic art techniques
- 7 General computer literacy
- 7 Ability to recognise and meet strict deadlines
- 7 Experience in planning and scheduling a team of scenic artists
- 7 Ability to work alone and under own initiative as well as being a team member
- 7 Excellent organizational skills
- 7 Helpful and enthusiastic manner
- 7 Commitment to initiate and contribute to the development of all systems in the Scenic Art department
- 7 A commitment to develop and improve the abilities and welfare of staff across the department
- 7 A strong understanding of materials and COSHH
- 7 Experience of, and ideally a qualification in, operating mobile elevated working platforms and forklift trucks\*
- 7 Experience in the methods and principles of scenery construction\*

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

