

Senior Constructor



Applying for this post

To apply for this post please complete the online application process on our website:
<https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

*we accept other forms of submission including video and audio recordings.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact RepTalent@birmingham-rep.co.uk

The deadline for receipt of **applications** is **Monday 4th October 2021 at MIDDAY.**

If **shortlisted** for interview you will hear from us by **Thursday 7th October 2021.**

Interviews will be held at The REP on **Thursday 14th October 2021.**

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

Role Summary

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50th anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director

The Senior Constructor will assist in supervising in all processes of the fabrication and finishing workshops as well as being part of implementing statutory and planned maintenance for the workshops.

You'll ensure that the workshops machinery is used in a safe and efficient manner and will have a hands-on role in fabrication and finishing throughout the production process. They will ensure that digital technology and sustainability are at the heart of every project.

You'll deputise in fits ups, the assembly of large scale items and the day to day running of the department.

Main duties and responsibilities

The role main duties and responsibilities of the role are:

General

- To deputise for the Head of Workshop
- Supervise casual, freelance and apprentice colleagues in carrying out workshop duties.
- To fabricate, modify, maintain and repair scenery, scenic items and properties to a high standard ensuring appropriate hand tools and machinery are deployed throughout. Materials include but not limited to wood, metal, plastics and other media
- To accurately interpret design briefs and drawings
- To supervise the safe moving and assembly of scenic items throughout the workshop and paintshop
- Ensure good housekeeping of the workshop areas, including adequate clean-up periods and the effective storage of tools, materials and scenery. Ensure that a high standard of housekeeping prevails in performing areas, storage areas and the theatre's off site storage.
- To contribute to proposals for the improvement of the workshop department and its processes
- Ensure the highest standards of quality in all areas of work

- To actively contribute to the day to day running of the department To work to design and installation deadlines as per production and technical schedules.
- Liaise with technical staff and UVB Team regarding possible requirements for conferences, hires and visiting companies if required.
- Provide support for general building maintenance as agreed with the Workshops Manager/Technical and Maintenance Manager.
- Manufacturing and repair of non-scenic items
- Liaise closely with other departments to ensure efficient and effective completion of tasks and working patterns.
- Work flexibly across all workshop roles, technical, maintenance and operations disciplines as reasonably requested by the Head of Workshops
- Keep pace with technical developments and undertake further training and development as required.
- Actively embrace and seek to embed digital solutions to presenting work and to developing work flows across the organisation
- Ensure that sustainable methods of delivering on all output are considered, developed and implemented where possible
- To support and actively participate in the Birmingham REP's apprenticeship schemes
- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee's.
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy. This role may require occasionally working away from Birmingham

Communication & Administration

- Complete timesheets in a timely and accurate fashion
- Ensuring plans and scenery are appropriately annotated and marked
- Ensure excellent communication between departments and teams
- To attend meetings as required
- To attend production and company meetings

Health & Safety

- Ensuring all activity is undertaken in accordance with safe working practices
- Comply with and promote The Birmingham REP Health and Safety policy and procedures
- Work closely with the Workshops Manager and other Birmingham Rep team members and consultants to maintain a safe working environment, ensure risk assessments method statements or safe systems of work are understood and that they are implemented and that the appropriate training has been completed

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

This role forms part of the workshop team

Internal

- Workshops Manager
- Technical Manager
- Workshop Constructors, Scenic Artists & Props staff
- Head of Production

External

- Construction contractors and suppliers
- Production Managers
- Designers
- Contractors and suppliers

Person specification

You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Experience, knowledge and understanding in practical implementation of carpentry and metalwork
- Excellent communication and organisational skills
- Ability to be an integral part of a team but also to use initiative and work independently
- Knowledge of current Health and Safety practice and practical implementation
- Ability to work under pressure while managing time effectively, meeting deadlines and continue to pay close attention to detail and accuracy
- The ability to accurately interpret technical drawings
- Ability to and experience of working at height

It'd be great if you had

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Specialist making skills using materials not mentioned above
- Full clean driving license and experience in driving vans
- An understanding and practical experience of staging & rigging
- Experienced in using a broad range of access equipment
- Forklift use license/certification
- First aid certification
- Ability to carry out engineering calculations and to produce technical drawings
- To repair and maintain workshop machines.

Terms & Conditions

Role name

Period of work

This is a permanent contract, subject to successful completion of a probationary period of three months.

Pay

£12.10 per hour (Officer 3); pro-rata if part-time.

Hours

39 hours per week. Some evening and weekend work may be required.

We don't encourage or expect over time, however, in the event that over time is worked, this may either be paid or taken as time off in lieu to be agreed in advance with your line manager

Holidays

20 days per year plus public holidays

The holiday year runs from 1 September to 31 August each year.

Notice period

The notice period will be 12 weeks

Location of work

Your main place of work will be The REP in Birmingham, but you may be required to work permanently or temporarily at other locations locally

You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

Other benefits

- Contributory staff pension, 5% employee and 3% employer

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)
- We actively encourage all staff to see shows as believe that being part of the REP product enhances everyone's experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The REP's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our REP to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Flexible working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background checks