

**Job title: Workshop Manager**



## **Job Description**

### **The Role:**

The Workshop Manager leads the workshop team to construct and paint sets for all of Leicester Drama Society's main house productions, events and activities at The Little Theatre. The workshop team may be required to provide support for Studio productions if requested. LDS rehearses and holds meetings in the evenings and some weekends. The working hours will be those necessary to fulfil the duties of the role and not less than 37 hours per week. Flexibility in working hours to meet the needs of the Society is essential. The Workshop Manager will be assisted by members of the Society and is expected to encourage Society members to volunteer to become part of the team both during the day and in evenings and at weekends.

Reporting to: The Honorary Secretary and The Technical Trustee.

**Leicester Drama  
Society Limited**

The Little Theatre,  
Dover Street, Leicester,  
LE1 6PW

Registered in England,  
Company No.268828

Registered Charity  
No.214249

The **principal aims** of this job are:

- To liaise with Directors and our Professional Designers advising appropriateness and feasibility of design and of stock available.
- To construct and paint sets, scenic items and properties to a high standard and to work within agreed budgets.
- To interpret design briefs and drawings accurately.
- To maintain standards of safety and quality in all areas of work.
- To actively encourage the participation of Society members in the construction and finishing of stage sets and props.
- To ensure the safety, comfort and well-being of staff, visitors and Society members at all times.
- To manage and supervise volunteers and members working with you.

The **main duties** of the Workshop Manager include the following:

### **LDS Productions:**

- To lead a team of Society members helping build and paint sets, interpreting design briefs and drawings accurately
- To create sets, scenic items and props in wood, metal, canvas and other media, ensuring adherence to Health & Safety and best working practices.
- To attend design meetings with LDS Directors, Professional Scenic Designers and other members of the production team, to discuss practicalities. if appropriate seek advice from the Technical Trustee or others regarding specialist requirements (eg: projection).

- To attend all LDS fit-ups, technical rehearsals, and dress rehearsals until satisfactory completion of the set.
- To attend LDS strikes and get-outs.

#### **General duties:**

- To ensure all building, disassembling and storage activity is undertaken in accordance with safe working practices.
- To train Society members in the construction of props, sets and scenic items, and in the use of the workshop power tools.
- To maintain adequate stocks of timber, ironmongery, paints and other scenic materials as necessary, assign costs to productions and keep within budgets.
- To acquire or purchase appropriate furniture/large props for productions where necessary and if not appropriate for storage and reuse, then to re-sell or arrange disposal as necessary.
- To manage resources effectively, minimising expenditure wherever possible.
- To liaise fully with the Technical Trustee and LDS's Backstage Co-ordination Team.

#### **Desirable Qualifications and Previous experience:**

- Minimum of two years' experience in theatre construction.
- Experience of working in a producing theatre or similar environment.
- Ability to successfully lead fit-ups, strikes and get-outs including the rigging of flown scenery.
- Stage Carpentry skills.
- Scene Painting and finishing skills.
- Experience of project management in a theatre environment.
- Good understanding of Health & Safety (including COSHH, LOLER, PAT) in a theatre environment.
- Computer Literate in Microsoft Office and in AutoCAD or compatible software.
- Able to read and work from scale drawings.
- First Aid certificate is desirable.
- Full clean driving licence is desirable.

#### **Personal**

- Positive, proactive, self-motivated and flexible approach.
- Genuine interest in the Arts, particularly live theatre.
- Able to manage time effectively.
- Able to cope with physically demanding work.
- Be a logical and effective problem solver and decision maker.
- Have very good communication skills, as you will be working with a wide range of people with different levels of technical ability.
- Able to carry out work under pressure and maintain good humour and diplomacy.
- A willingness to work evenings and at weekends when necessary.
- A desire to learn and develop and to help others to do so.
- Enjoy working with people.
- Be able to show initiative and resilience when dealing with change.