

Carpenter Job Description

Job Title:	Carpenter	Department:	Production
Responsible To:	Workshop Manager	Salary:	£21,000 per annum
Location:	Pitlochry	Position Type:	Permanent
Working Hours:	Full-Time, annualised hours, average 35 hours over 5 days per week		
Key Relationships	The post holder reports to the Workshop Manager and will work closely with other members of the Production Teams, colleagues, Creative Team members, Company, External Collaborators such as co-producing companies		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors. We are Scotland's leading producer of musical theatre, a champion of ensemble practice and the country's only rurally located, major arts organisation. Our home is a glorious eleven-acre campus that includes the Explorers Garden. More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>The <i>VISION</i> Project is our bold and ambitious creative and capital development. As a major transformational project, it includes the introduction of a new 170 seat studio theatre and reinstatement of several outdoor performance spaces.</p> <p>To help us deliver the programme across multiple venues, we are recruiting for the role of Carpenter to support the annual workplan of the Workshop team.</p>		
Purpose	<p>The post holder will participate in the effective and efficient delivery of the Theatre's Workshop Services. The post holder works within the Production department and, as such, is expected to make a positive contribution its development and to the success of the company as a whole.</p> <p>We aspire to the highest quality in our production values and in the delivery of all Production services and the post holder will have a key role in achieving high standards of production and quality, as well as developing and maintaining high standards.</p>		

Key Accountabilities:

1. Manufacturing, adapting and sourcing all scenic and workshop aspects of Theatre productions and events.
2. Supporting the Workshop Manager in managing the assets, environment, tools, equipment and machinery in the Workshop areas of responsibility.
3. Promoting a positive attitude towards health and safety in the Workshop areas of Theatre productions and adopt a proactive approach to challenging unsafe work practices in the work environment.

Key Tasks:

Carpenter	<p>Manufacturing, adapting and sourcing all scenic and workshop aspects of Theatre productions and events.</p> <p>Actively participating as a carpenter in the construction of:</p> <ul style="list-style-type: none"> • sets • dressings • furniture • props and • stock items. <p>Participating in get ins, turnarounds and get outs as required at PFT and other partner venues receiving Theatre productions.</p> <p>Contributing to the upkeep and maintenance of productions once they are in performance.</p> <p>Liaising with resident and visiting Creative Teams to interpret designs into practical builds, creating working drawings where required.</p> <p>Working closely with other members of the Production team, ensuring that all sets are created to meet the requirements of Theatre’s Artistic programme.</p> <p>Participating in the maintenance and upkeep of the working environment and equipment, tools and relevant consumables in all areas used by the Workshop team.</p> <p>Any other duties or projects required by the Head of Production or Workshop Manager to ensure the general smooth and efficient operation of the buildings and organisation.</p>
Health and Safety	<p>Supporting the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.</p> <p>Supporting the Workshop Manager by contributing to the production and review of risk assessments, safe systems of work, COSHH assessments, checklists and other relevant documentation as directed to support Production department activity.</p> <p>Supporting the remit and work of the Health and Safety committee, working with committee members to contribute to the day-to-day management of health and safety at Pitlochry Festival Theatre.</p> <p>Attending training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.</p>
Other	<p>Assisting the Production Department with work experience placements, offering work shadow opportunities, training and mentoring as required.</p> <p>Actively promote staff welfare, development and training opportunities throughout the Theatre.</p> <p>Supporting the nominated Green Champion, in meeting organisational aims and ambitions for its environmental impacts.</p> <p>Helping to implement the organisation’s Environmental Policy within the Production department</p>

Carpenter Person Specification

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge		IT literate, with knowledge of key software applications: Excel, Word, Access etc.	Application
		Full UK driving licence (B, BE, C1)	Application
	Knowledge of relevant legislation, for example COSHH	HND or Degree in Scenic Construction, Technical Theatre or relevant equivalent course	Application / Interview
		Certified in First Aid at Work by a recognised body	Application
		IPAF Class 3A/3B ticket	Application
Skills and Abilities		Able to work with 2D/3D CAD software	Application
	Good theatrical carpentry skills	Welding skills in steel and aluminium.	Application
	Good skills in reading and working with scale technical drawings	Props making skills, working with a range of materials and techniques	Application / Interview
Interpersonal and Communication Skills	Good team player		Interview
	Experience of working directly with Creative staff		Interview
	Strong communication skills		Interview
Experience	Proven dressing experience working within a Workshop team in the performing arts industry.		Application

Requirements	Essential	Desirable	Assessment Method
	Experience of dressing a busy production with a large company.	Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry	Interview
	Knowledge of current Health and Safety issues and practice	Experience of mainstream UK theatre production	Application
		Experience of repertoire systems	Application
		Experience of multi-site working	Application
		Experience of managing storage systems and recycling programmes	Application
		Experience of working within a predominantly rural environment	Application
		Experience of touring theatre (pre-production or performance)	Application
		Experience of participating in a health and safety committee	Application
Personal Qualities	Has a positive, calm and methodical approach to working	Interested and willing to work across a wide range of areas	Application
	Demonstrates flexibility and diplomacy		Application
	Problem Solver		Application
		Self-motivated	Application
Additional Requirements	Able to work flexibly including evenings and weekends	Willing to work across other Production disciplines	Application
		Comfortable working in a predominately rural environment	Application



Pitlochry Festival Theatre is a Living Wage Employer.

