**Vacancy at watford Palace theatre**

Thank you for your interest in a vacancy at Watford Palace Theatre.

The specific details of the vacancy you are applying for are:

**Job Title:**  Construction Assistant

**Application Deadline**, 10am, Thursday 13th June 2016

**Interview Date:**  Monday 27th June 2016

**Recruiting Manager:** Head of Production, Matt Ledbury, 01923 235455

In this pack you will find:

* The job description
* A copy of our staffing structure
* An application form
* Background to Watford Palace Theatre

If after reading through the pack you would like any more information, please contact the Recruiting Manager shown above.

You can download a copy of our application form from www.watfordpalacetheatre.co.uk or can request a copy by telephoning our recruitment line on 01923 810314.

Details of how to submit your application are shown on the application form.

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**JOB DESCRIPTION**

# Post: CONSTRUCTION ASSISTANT

**Reporting to: Head of Construction**

**Responsible for: Casual staff**

#### Main Purpose of the Post

To work as part of the construction team to facilitate the scenic elements for each production as required by the Designer and Director or Client, within the budgetary confines set by the Production Manager.

**Principal duties and responsibilities**

**1. Workshop**

1.1 Under the instruction of the Head of Construction, build scenic elements to achieve the requirements of the Designer and Director or Client for a range of Produced, Partnered and Participatory work, as well as external builds for third parties, always within the parameters of budgets available and Health & Safety considerations

1.2 Participate in Get in and Get-outs at the Palace and other venues as required

1.3 To maintain high production values at all times

**2. Management & administration**

2.1 To promote good working practice within the Production Workshop and provide adequate supervision to help maintain this

2.2 To supervise casual staff as required by the Head of Construction

**3. Health & Safety**

3.1 To be particularly mindful of the potential dangers of the workshop environment and ensure that you and any casual staff are properly instructed and supervised in the use of all tools

3.2 To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations

3.3 To notify the Head of Construction of any Health & Safety issues that arise

3.4 To assist, as required, in maintaining Health & Safety records relevant to the Production Workshop

3.5 To assist, as required, in facilitating the upkeep of construction equipment

3.6 To assist, as required, in keeping a good record of equipment and its maintenance

3.7 To assist, as required, in keeping a good record of all accidents & ‘near-misses’ to be reviewed at each bi monthly staff Health & Safety meeting

**4. General**

4.1 Work closely with colleagues in Production to ensure the smooth running of the team

4.2 Play an active role as a member of the wider staff team, supporting colleagues in other departments in the running of a range of activities

4.3 Ensure that all Palace policies and procedures are observed in every area of the Construction team’s work

**PERSON SPECIFICATION**

Essential

Proven Metal working experience, including MIG welding

Proven Wood working experience

Proven ability to interpret construction drawings

The ability to work under pressure and on own initiative, and to prioritise workload

Good team player

Flexibility to work evenings and weekends

Desirable

Experience of working in a producing theatre

Formal training in scenic construction

Cad Literate

**TERMS OF EMPLOYMENT**

**Contract:** This is a permanent full time position, and subject to a six month probationary period.

**Salary:**  £17,500 per annum

**Hours:** Your basic working hours will be 40 hours per week calculated and averaged over each month. You are also required to work overtime in addition to your normal hours of work if required to do so by the Theatre or if necessary for the proper performance of your duties. Overtime will be paid in-line with the ‘in house agreement’.

**Holiday:**  29 days per annum, 8 of which are on UK Public Holidays (pro rata)

Watford Palace Theatre’s Production Workshop operates an average of 48 weeks in the year.

As a specific requirement of this particular post, holidays are to be taken in line with the Production Workshop’s build schedule. This will therefore normally require the Construction Assistant to take 10 days of their holiday entitlement in the second half of December/early January and 10 days in June/July, as advised by the Head of Construction. Any of the remaining nine days which are not statutory holidays are to be agreed with the Head of Construction at least 1 month in advance.

**Notice Period:** 2 months

**Miscellaneous :**

* **Café & Bars Discount:** staff are eligible for discounts on food and drinks in the Theatre’s Café and Bars. If appointed, please see the staff handbook for the latest details.
* **Tickets:** staff are entitled to complimentary tickets for some productions taking place at Watford Palace Theatre. If appointed, please see the staff handbook for the latest details.