

Post Details		Last Updated: 21/05/2024	
Faculty/Administrative/Service Department	Faculty of Arts & Social Sciences/GSA		
Job Title	Workshop Supervisor		
Job Family	Technical and Experimental	Job Level	3 HRZ
Responsible to	Productions Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>The post holder will provide technical expertise, supervision and support to ensure the delivery of scenic construction for GSA productions, to an agreed timeline and budget. The post holder will support the delivery of teaching on the BA Theatre Production programme whilst also ensuring the smooth-running of the Scenic Studio facility.</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Instruct and supervise students engaged in scenic arts and construction activities (including power tools and construction benches) in liaison with the relevant Lecturers or Associate Tutors, with due regard to the teaching timetable that may conflict with set building activities within the workshop space, to ensure safe working. 2. To build and construct sets working with students, colleagues and freelancers, and to take the lead on scenic get-ins and get-outs 3. Monitor and maintain the workshop floor and a safe working environment in accordance with Health and Safety procedures and update risk assessments and contribute to the development of policies and procedures to improve processes in the workshop. Maintain performance spaces and equipment, stock checking and upkeep of inventories. 4. Manage construction budgets and liaise with the Productions Manager to ensure work is delivered to time and budget, and provide reports as required 5. Source and purchase stock and hardware as necessary (including replacement tools when required) and advise on future resource requirements for the workshop facility 6. Liaise with tutors to deliver or support skills training and utilise substantial industry base knowledge and expertise. 7. Liaise with external freelance creatives and provide guidance and support for working with students within the Construction and Scenic Arts pathway and Provide technical advice based on expertise for design realisation of set design 8. Facilitate a wide range of outputs, including theatre and dance sets, screens for projection and multimedia performance, materials for installations and exhibitions and provide technical support for workshops and events (including research symposia) 			
N.B. The above list is not exhaustive.			
All staff are expected to:			
<ul style="list-style-type: none"> • Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. 			
Help maintain a safe working environment by:			
<ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. 			

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Freedom is given to organise and prioritise their own work within an established operating environment to ensure that key deadlines and objectives are met.
- Successfully manage any conflicting demands, possessing an awareness of the options available and being able to make effective and appropriate decisions.
- To work flexibly in order to meet the varying demands of GSA productions and other workshops/events.

Problem Solving and Decision Making

To provide advice and solutions to routine day-to-day technical problems, whereby resolution can usually be found through referring to their previous experience of similar problems and/or through making reference to Health & Safety legislation and departmental policies and procedures.

- Expected to use initiative and judgement to address and resolve more complicated problems and issues, referring only the most complex, or those outside of the remit of their role to their line manager for guidance/resolution.

Continuous Improvement

- To suggest improvements to current working methods or systems and to advise their manager where there are specific issues which need to be addressed.
- To take a pro-active approach to identifying ways to address these and to implement them under the guidance of their line manager.

Accountability

- Expected to work autonomously, reporting only progress and achievements
- Errors in judgement or failure to carry out a particular task could impact on the personal safety of those operating within the venues at risk or equipment being damaged.
- Post holder is accountable to the Productions Manager.

Dimensions of the role Although not directly responsible for the active management of staff, the post holder supervises and trains students on a day-to-day basis and supervises casual workers and freelancers

- The post holds budgetary responsibility and management of budgets assigned to the construction team; the post holder is also responsible for purchasing, receipt of materials/told and monitoring of expenditures as well as producing a budget report for each production on completion.

Supplementary Information.

- May be required to drive on occasion in order to collect equipment or materials

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Degree, HND, NVQ 4 qualified in a relevant specialist subject and/or professional qualification and relevant formal training, plus a number of years' practical experience in a similar or related role(s).

Or:

Significant vocational experience, demonstrating development through the acquisition of appropriate professional or specialist knowledge and involvement in a series of progressively more demanding relevant work/roles.

A further or higher education performing arts qualification

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Experience of scenic construction

E

3

Experience of technical drawing	E	2
Understanding of relevant Health & Safety requirements and procedures	E	2
Experience of maintaining stock and inventories	D	N/A
Special Requirements:		Essential/ Desirable
Requirement to work out-of-hours during peak periods when necessary		E
Full UK Driving Licence		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed,		Level 1-3

where the competency is not a requirement of the grade.	
Communication	2
Adaptability / Flexibility	3
Customer/Client service and support	2
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	N/A
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

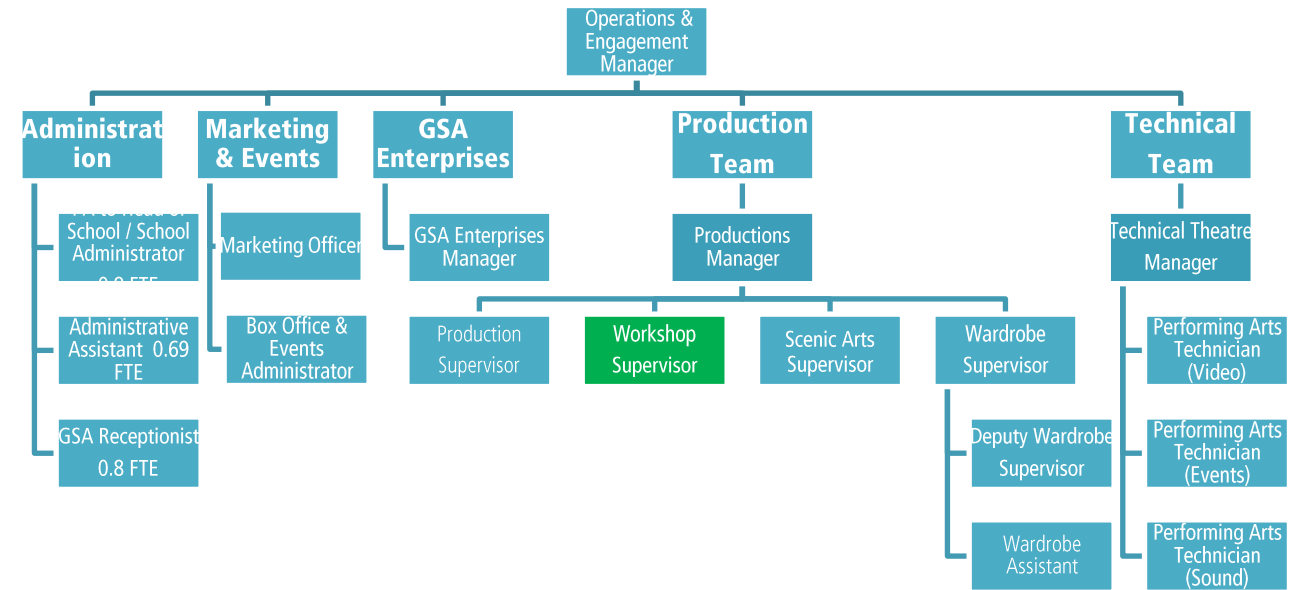
Organisational/Departmental Information & Key Relationships

Background Information

This post is based within the Faculty of Arts and Social Sciences, which includes Guildford School of Acting (GSA). GSA is one of the UK's leading conservatoires for acting, musical theatre and production training, offering undergraduate programmes in Acting, Musical Theatre and Production Skills, as well as postgraduate programmes in Acting, Musical Theatre and the Practice of Voice and Singing. GSA also offers Saturday School and Summer School courses for all ages.

The post holder will work closely with the Production and Technical Unit staff within the School of Arts, as members of a working team. It is essential that the post holder develops good working relationships across the University with other Faculty staff, Estates and Facilities, as well as with staff and students in the Faculty of Arts and Social Sciences (including GSA).

Department Structure Chart



Relationships

Internal

- Liaise regularly with GSA colleagues in relation to upcoming productions
- Work closely with other members of the Operations and Events team, Associate Tutors, freelance and casual workers
- Attend ad hoc meetings with Head of TTA and relevant teaching staff

External

- Liaise with suppliers in relation to ordering of tools and materials