

<b>Last Updated:</b> 5/6/26			
<b>Job Title</b>	Scenic Workshop Supervisor		
<b>Faculty/ Department</b>	Faculty of Arts, Business & Social Sciences / Guildford School of Acting	<b>Legal Entity</b>	University of Surrey
<b>Job Family</b>	Technical & Experimental	<b>Job Level</b>	3
<b>Reports To</b>	Productions Manager	<b>Line Managers (role title(s))</b>	N/A

**Job Statement**

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 (Hons) Theatre Production programme and MA Stage & Production Management, whilst also ensuring the smooth-running of the Scenic Studio facility.

**Key Responsibilities** This is not designed to be a list of all tasks undertaken but the main responsibilities

1. Supervise and support students engaged in scenic construction and carpentry activities, including the safe use of woodworking machinery, power tools and hand tools, and use Vectorworks to accurately create, interpret and follow technical drawings for set construction and scenic build elements, in liaison with the relevant Designers, Lecturers and Associate Lecturers. Coordinate workshop activity alongside teaching timetables and production build schedules to ensure safe and efficient use of the workshop space. Provide appropriate formative feedback and contribute to summative feedback to students when necessary.
2. To build and construct sets working with students, colleagues and freelance staff, and to take the lead on scenic get-ins, fit-ups 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 workshop spaces and equipment, stock checking and upkeep of inventories.
4. Manage construction budgets and liaise with the Productions Manager and Production Supervisors to ensure work is delivered to time and budget, and provide reports and costs 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, ensuring all procurement and material use is aligned with sustainability principles and the Theatre Green Book framework.
6. Liaise with Lecturers to 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 Design Realisation strand and provide technical advice based on expertise for design realisation of set design.
8. Attend and actively contribute to all production meetings, collaborating with creative and technical teams to support effective planning, communication, and delivery of productions and projects.

**N.B. The above list is not exhaustive.**

**Role Scope and Impact** This is a summary of the post holder's role in delivering outcomes, making decisions, and the complexity of problem-solving involved in the role.

- The postholder is expected to maintain an onsite presence during core working hours of 9am to 5pm, Monday to Friday. Within these hours, freedom is given to organise and prioritise build schedules and day-to-day workshop activities within an established operating environment to ensure that key production 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 to meet the varying demands of GSA productions and other workshops/events.
- Expected to work autonomously, reporting on 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, or equipment being damaged.
- Post holder is accountable to the Productions Manager.
- 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 referring 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.
- To suggest improvements to current working methods or systems and to advise their manager where there are specific issues which need to be addressed and to take a pro-active approach to identifying ways to address these and to implement them under the guidance of their line manager.
- Liaise with suppliers in relation to ordering of tools and materials.

**Supplementary Information**

- 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 freelance staff.
- Liaise regularly with GSA colleagues in relation to upcoming productions, take the lead on workshop meetings, attend all production meetings, and ad-hoc meetings with other members of production, technical or academic staff.
- 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 and monitoring of expenditures as well as producing a budget report for each production on completion.
- May be required to drive on occasions to deliver or collect equipment, scenery or materials.

**Person Specification** This section describes the 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).

E

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

D

**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).

Level 1: basic level of understanding/experience and can apply it with guidance.

Level 2: good level of understanding/experience and can apply it with little or no guidance.

Level 3: expert level of understanding/experience and can apply, develop it and guide others.

**Essential/  
Desirable**

**Level  
1-3**

Experience of scenic construction

E

3

Experience of technical drawing

E

3

Understanding of relevant Health & Safety requirements and procedures

E

2

Experience of maintaining stock and inventories

D

**Special Requirements** This may include a Disclosure and Barring Service (DBS) check, regular overseas travel, driving licence, shift work.

**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, where the competency is not a requirement of the grade.

**Level  
1-3**

Communication

3

Adaptability and 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 and Leadership

2

This Job Purpose outlines the core activities of the role. As the Department/Faculty and the post holder evolve, the duties and focus of the role may change. The University expects the post holder to adopt a flexible approach to work, including undertaking relevant training when necessary. If significant changes to the Job Purpose are required, the post holder will be consulted, and the changes will be reflected in a revised Job Purpose.

**All staff are expected to:**

- 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.
- Contribute towards broader university initiatives that have a positive impact on student experience, recruitment and campus operations. This may include participation in cross-functional activities such as open days, confirmation and clearing, welcome week, graduation.
- 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:**

- All staff have a statutory responsibility to take reasonable care of themselves and others and to prevent harm by their acts or omissions. All staff are, therefore, required to adhere to the University's Our Safety Policy Statement and associated Procedures.

**Organisational/Departmental Information & Key Relationships**

**Background Information**

This post is based within the School of Arts, Humanities & Creative Industries (within FABSS), 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 staff within the GSA, as members of a working team. It is essential that the post holder develops good working relationships across the University with other School and Faculty staff, Estates and Facilities, Health & Safety, as well as with staff and students in the School of Arts, Humanities & Creative Industries (including GSA).

**Department Structure Chart**

