

## **JOB DESCRIPTION**

**JOB TITLE:** MASTER CARPENTER

**HOURS:** 40 HOURS

**RESPONSIBLE TO:** TECHNICAL MANAGER

**LOCATION:** APOLLO VICTORIA THEATRE

**Purpose:** To effectively and proactively manage the Stage Department, working in collaboration with the Technical Manager to achieve both the department and venue's objectives, taking into account relevant budgets, contractor requirements and the needs of the resident production. To oversee, in conjunction with the Technical Department, the maintenance and improvement of the building.

### **Key Tasks:**

1. To oversee the safe and efficient get-in, fit-up and get-out of all productions and additional events.
2. To work closely with production staff to ensure the smooth running of productions.
3. With the support of the Technical Manager, to take responsibility for the Risk Management of both Technical and Stage departments, including but not limited to:
  - Updating and maintaining Technical and Stage Risk Assessments
  - Delivering H&S induction and training for all venue staff
  - Proactively discuss with Venue Management and the resident production all relevant Risk and H&S matters, in order to minimise the risk of injury and accidents.
4. To oversee the implementation of planned preventative maintenance and ongoing maintenance procedures. To ensure that all maintenance work is safe and complies with current Licensing, Fire, Building and Health & Safety Legislation.
5. To assist the Venue Management in organising the servicing of venue equipment and keeping the Property Register up to date and accurate with certificates of completed services.
6. To advise the General Manager and Production Manager on technical matters and building requirements, working within the budget constraints.
7. To ensure that Stage areas are kept in good order and repair and that all staging equipment and tools are maintained to retain a safe and smooth-running operation.

8. In conjunction with the Technical Manager, oversee regular additional events playing on top of the resident production, working with the General Manager and London Events Co-Ordinator to ensure smooth fit up and running of each event.
9. To work in consultation with the Technical Manager on staff recruitment, induction, training and scheduling.
10. Provide development and learning opportunities to the Deputy Master Carpenter and the rest of the Stage department.
11. Attend monthly team and H&S meetings
12. Represent the venue at wider ATG meetings.
13. To attend training courses as required in order to further self-development and the requirements of the company.
14. To complete any other reasonable delegated duty that assists the Company in the achievement of its business objectives.
15. Adhere to all ATG's policies and procedures as necessary.

**Essential:**

- Previous experience working in technical theatre, with an emphasis on stage.
- Proven experience of working with a wide range of people, including creative teams.
- Passion for delivering a top quality level of service to all customers, both internal and external.
- Experience of managing staff.
- Proactive and positive approach to problem solving.
- Excellent negotiating skills.
- Knowledge of venue licensing and current Health & Safety legislation.
- Ability to work on your own initiative.
- Excellent communication skills.
- Physical flexibility and agility to work and lift in sometimes restricted and cramped environments.
- Computer literacy.

**Desirable:**

- Valid IOSH qualification.
- Valid First Aid at Work qualification.
- Valid LOLER, PUWER and/or Working at Height qualifications.