

NEW VIC



Scenic Constructor
Information Pack



The Prince & The Pauper (2019/20)

Thank you for your interest in the post of Scenic Constructor at New Vic Theatre.

Are you interested in joining a dynamic team making stunning and exciting scenery for the award-winning New Vic Theatre in Staffordshire? Are you a team player with experience in working in wood and carpentry? Are you able to construct from technical drawings? If so we want to hear from you.

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working for the New Vic, please do get in touch on 01782 381371 or by email to recruitment@newvictheatre.org.uk

[Photographs of the sets and props](#) produced by our Workshops team are available on the [recruitment page](#) on our website.

***Deadline for applications: 19 May at 10am.
Interviews will be held on 1 & 2 June.***

Scenic Constructor Role Information

Contract:

The post of Scenic Constructor is offered on a full time permanent basis.

Salary

The salary for the post is £19,934 per annum (pay award pending). The salary is paid monthly.

Hours of work

The normal hours are 40 per week to be worked flexibly across Monday to Saturday in agreement with your manager. We will endeavour to schedule basic hours over 5 days. All employees are expected to work some evening and weekends.

Any hours in addition to your normal hours are to be agreed in advance. Where the number of hours worked in any one week exceeds 40 then you will accrue the extra hours as time off in lieu (TOIL) at time and a half. In weeks where you work less than the contract hours (i.e. 39 or less), owed TOIL must be reduced by the number of hours worked.

In certain circumstances your Head of Department may ask you to work between 12.00am and 8.00am Monday to Saturday or on Sundays and bank holidays. If this is the case, you will be paid at double time for these hours worked.

Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

Holiday Entitlement

The annual holiday entitlement for this post is 20 days plus bank holidays. Holiday increases after 3 and 5 years continuous service

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

Work Location

The role will be based at the New Vic, this role may occasionally be required to work at other venues to install New Vic productions on tour.



101 Dalmatians (2020)

Scenic Constructor Job Description

Responsible to: Head of Workshops, Deputy Head of Workshops, Head of Production

Role Purpose: To work alongside the rest of the workshop to produce set, props and furniture of a high standard for New Vic Productions.

- * Overseeing and making sets, floors, furniture and other scenic items for New Vic, Education Department, Youth Theatre and Borderlines productions as required.
- * Assist with the maintenance and storage of the theatre's stock scenery, furniture etc. in association with the Company Stage Manager and Head of Production.
- * To liaise with our metal manufacturers on the construction of any scenic elements
- * To liaise with the Designers, Head of Workshops and the Head of Production to ensure a thorough understanding of the making requirements of individual productions.
- * To be present at get-ins, run stage fit-ups and assist with set strikes/restores to facilitate concerts as required.
- * To be responsible for the safe, efficient use, operation and maintenance of workshop equipment, storage of materials, tools and chemicals in association with other workshop staff.
- * Running maintenance of sets and shows for shows in performance.
- * Ordering tools and materials to maintain stock levels to facilitate the making duties described above within budgets set and agreed with the Head of Production, and to monitor the workshop stock budget in association with the Maintenance Technician.



Scenic Constructor Job Description continued



Peter Pan (2010/11)

- To attend preliminary meetings with the Designers/Directors of New Vic productions as required, providing advice and expertise on issues relating to the design, construction and installation of sets and other scenic items.
- To attend read-through's, rehearsals, production meetings and other meetings as required.
- In association with the Head of Workshops to prepare costing and budgets for sets, furniture and other relevant items.
- In association with the Chief Electrician and Head of Production to ensure that flown scenic elements are appropriately constructed.
- Undertake building maintenance work from time to time in association with the Maintenance Technician
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used in association with other workshop staff.
- To attend theatre open days, design workshops and other relevant events as required.

As a member of New Vic staff you will be required to;

- Be part of the New Vic team and attend company meetings as required
- Attend training as required
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection
- Be an advocate of the theatre and act always in the best interest of the New Vic
- Any other duties as may reasonably be required that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.

These accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Scenic Constructor Person Specification

These are the qualities and skills we are looking for in our Scenic Constructor

Essential

- Demonstrable experience of working with wood and carpentry
- Able to construct timber objects from technical drawings
- Ability to use (without supervision) powered and hand tools
- Ability to work as part of a team
- Ability to work under their own initiative
- Ability to take instruction

Desirable

- Experience of metal working and welding
- Experience of constructing sets for theatre
- Full Clean Driving License
- An interest in theatre and the performing arts



Stage floor in progress.
The Prince & The Pauper.(2019)

The workshops are situated to the rear of the building close to the Studio Theatre and the Costume Department. The workshop is equipped with a wide range of powered and hand tools and works closely with the maintenance team who also work out of the workshop.

The role is mainly based in the workshop but will involve visiting rehearsal rooms for meetings and to do construction notes on props and furniture. The role also involves getting the sets in and out of The Round (the main performance space), the Stephen Joseph Room (Studio theatre) and any other off-site productions. This will involve transferring the set from the workshops into the performance space and securing in place. This will involve a considerable amount of manual handling.

In production weeks (approx. 9 per year) the workshop team are required to be flexible with their hours to meet the demands of the show. All other weeks operate on core operating hours of 09:00-18:00. As the role is offered on a Time off in Lieu basis, when the workshop is quiet less hours will be worked and these hours will increase to cover production weeks and other busy periods.

The Workshops team make use of the company vans for collection of materials and disposal of sets.

The New Vic makes use of digital communications and as such there are desk top computers and laptops for the Workshops team.



Workshops Department

NEW VIC THEATRE

‘Staffordshire’s New Vic proves what a regional theatre with ambition and imagination can do’. **The Guardian**

Our mission is to make excellent theatre in-the-round and be a force for positive change in our region.

The New Vic is a 600 seat theatre. Built in 1986, it was the first purpose-built theatre-in-the-round in all of Europe. The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging over 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by award-winning community programmes and education work reaching around 25,000 people of all ages each year. We seek through all our work to help make our local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions. We produce around 8 in-house or co-produced shows a year. We have in-house set, props and costume workshops with permanent staff teams. Our in-house programming includes our acclaimed Christmas show, drama and new writing.

See our website at www.newvictheatre.org.uk to learn more about our work.



Astley's Astounding Adventures (2018)

As one of only a few local arts organisations, our award-winning New Vic *Borderlines*, and New Vic Education departments ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in North Staffordshire in the arts.

Other achievements include a successful UK tour of *Around the World in 80 Days* (in partnership with Kenny Wax Family Entertainment) and a transfer to New York in 2019, winning the 2017 UK Theatre Award for Best Show for Children & Young People for our production of *The Snow Queen*, and we were awarded West Midlands' Most Welcoming Theatre 2018 at the UK Theatre Awards.

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.



The Wind in the Willows (2018/19)



Around the World In 80 Days (2014)

*“standing ovation for this beautifully-executed
magnificently preposterous romp”*



The Independent for *Around the World in 80 Days*

*“A joyous family show...Stupidly ambitious and
gorgeously inventive ...”*



The Guardian for *Astley’s Astounding Adventures*

*“one of the most impressive hours I’ve spent
in the theatre”*



The Observer for *Dracula*

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector. The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, particularly applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply:

Complete our application form and equal opportunities form (this is one document). You must fill in this form as CVs and covering letters are not accepted. **The deadline for applications is Wednesday 19 May at 10am.**

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).

Email your application form to recruitment@newvictheatre.org.uk using the subject line Scenic Constructor or post the form to Administration, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

In your application, please tell us about your relevant skills and experience, letting us know how you match the person specification.

So you are aware, we separate section 1 of the application form and the equal opportunities monitoring form before short listing. The short listing panel will make their decisions based solely on Section 2, without access to any of your personal information. Further information on how we use and store the data provided in your application form is available on our website.



We appreciate the time and effort it takes to apply for a role, so we will contact you whether you are successful or not at every stage of the process.



New Vic , Etruria Road, Newcastle-Under-Lyme, Staffordshire, ST5 0JG

Stoke on Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242.

The New Vic operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council, Staffordshire County Council, and Stoke on Trent City Council.