



NEW VIC

**Scenic Constructor
Information Pack
December 2025**

Welcome

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

The deadline for applications is **Monday 19 January 2026**. Interviews will be held **w/c 26 January 2026**.

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 at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk



Department Information

The role of Scenic Constructor is mainly based in the workshop but will involve visiting rehearsal rooms for meetings and to action construction notes on props and furniture. The role involves getting the sets in and out of the main performance space (which is in-the-round), 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, so a considerable amount of manual handling is required.

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.

In production weeks 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 9:00am-6:00pm. As the role is offered on a time off in lieu basis, when the workshop is quiet less hours will be worked. These hours will increase to cover production weeks and other busy periods.

The Workshops team make use of the company vans to collect materials and dispose of sets.

The New Vic makes use of digital communications and as such there are laptops available for the Workshops team to use.



Scenic Constructor Job Description

Responsible to: Head of Workshops and Deputy Head of Workshops.

Role Purpose: To work alongside the rest of the workshop to produce set, props and furniture to a high standard for New Vic productions, as well as our education and outreach departments when needed.

- Overseeing and making sets, floors, furniture and other scenic items for the New Vic main stage, 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 Head of Workshops, Deputy Head of Workshops and Head of Production.
- To liaise with Designers, Head of Workshops, Deputy 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, 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 in performance.
- To assist the Deputy Head of Workshops in ordering tools and materials to maintain stock levels to facilitate all making duties, within budget, and as agreed with the Head of Production.
- 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-throughs, rehearsals, production meetings and other meetings as required.
- Assist the Deputy Head of Workshops in preparing costings and budgets for sets, furniture and other relevant items, as required.
- To ensure flown scenic elements are appropriately constructed, in association with the Chief Electrician and Head of Production.
- Undertake building maintenance work from time to time in association with the Maintenance Technicians.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation, relevant to the materials used in the workshops.
- 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.
- Contribute towards making the New Vic a more sustainable organisation and improving environmental performance.
- 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.



Person specification

We are looking for the following skills and experience in our Scenic Constructor.

Essential Criteria

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

Desirable Criteria

- Experience of metal working and welding in a business environment.
- Experience of constructing sets for theatre.
- An understanding of CNC files.
- Full clean driving licence.
- Basic IT skills, with an understanding of Outlook, Microsoft Teams and Excel software.
- An interest in theatre and the performing arts.



Scenic Constructor

Contract

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

Salary

The salary for the post is £27,241 per annum. 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.

Holiday Entitlement

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

The holiday year runs from 1 April to 31 March.

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.

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

This role will be based at the New Vic and may occasionally require working at other venues to install New Vic productions on tour.

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

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring 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 Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



“A feast of graceful movement, brilliant light and soulful music”
What’s On Staffordshire on *The Little Mermaid* (2025)

“a tasty gem of a production”
The British Theatre Guide on *Big Big Sky* (2025)

“A nostalgic glimpse into Stoke’s history and culture”
A View to a Kiln on *Whatever Happened To Phoebe Salt* (2025)

“visually impressive and directed with verve”
The Stage on *A Matter of Life and Death* (2025)

“action thrills aplenty, from start to finish”
The Observer on *The Three Musketeers* (2024/25)

“a dark and dynamic production, ravishing in both senses”
The Guardian on *The Company of Wolves* (2024)

“an entertainingly frightening ride”
The Stage on *The Haunting* (2024)

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.

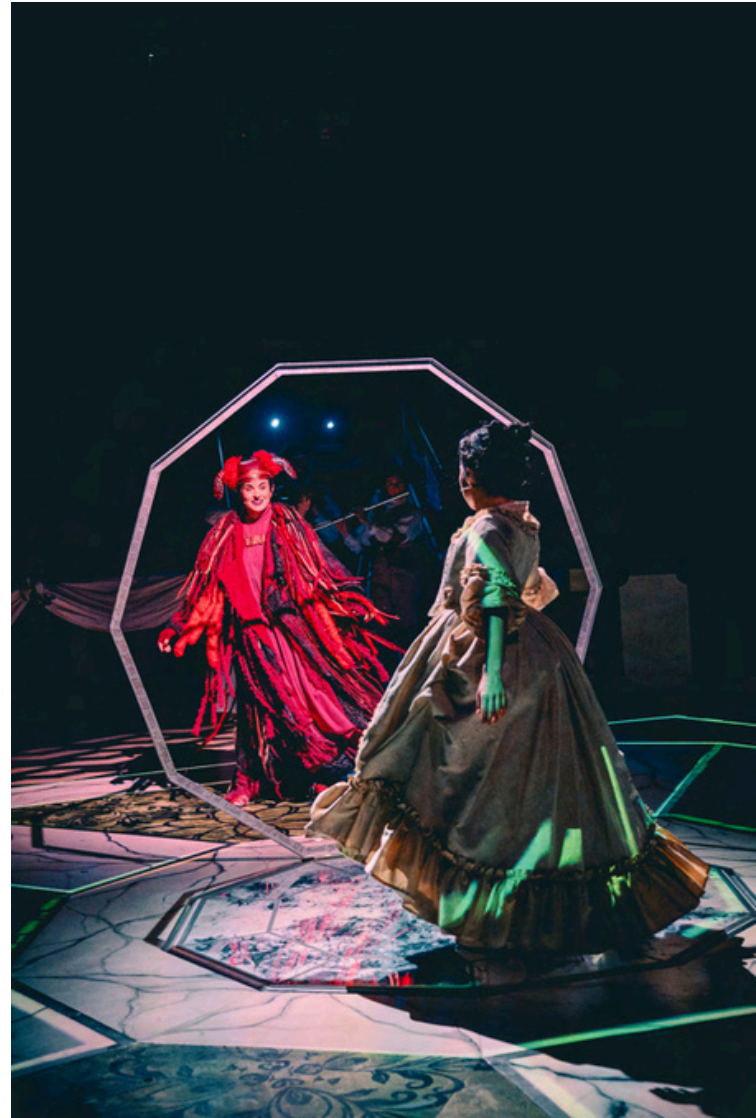
The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to recruitment@newvictheatre.org.uk using the subject line **Scenic Constructor**, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

The deadline for applications is **Monday 19 January 2026**. Interviews will be held **w/c 26 January 2026**.

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).





New Vic Theatre, 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 Theatre operates thanks to partnership between Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.