

**LEEDS
PLAY
HOUSE**



Photography by Anthony Robling

WE'RE RECRUITING

Construction Manager
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Photography by Anthony Robling

Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online. Alongside this our sector-leading Playhouse Connect team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.



Photography by Nick Singleton

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.

This short film will help you understand what we're all about:
youtu.be/AT98G3fWhvQ

Or check out our X account @LeedsPlayhouse and mission and vision at
leedsplayhouse.org.uk/about-us/who-we-are/



Photography by David Lindsay

Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

Applying for this post

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance:

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

CONSTRUCTION MANAGER

Role Summary

Construction Manager is a permanent post within Leeds Playhouse Scenic Workshop. The Construction team, within Scenic Workshop, is made up of the Construction Manager, Deputy Construction Manager, 2 Scenic Construction Technicians and freelance carpenters and metalworkers as required.

Scenic Workshop is made up of Construction Department, Scenic Art and Props Departments and sits as a whole within the Playhouse Production Department. Scenic Workshop build all in-house Leeds Playhouse productions, and a number of co-productions, working closely with Creative Teams and other Production departments to deliver high-quality productions.

Main duties and responsibilities

Specific to this role:

- To actively oversee the management and operational duties of the construction department with support from the Head of Scenic Workshop and Deputy Construction Manager.
- To take a proactive role overseeing and coordinating the construction staff (including casual, freelance, and trainees), ensuring efficient resource use and high-quality results, with support from the Head of Scenic Workshop and Deputy Construction Manager.
- Maintain excellent working relationships with scenic workshop staff and all other departments across the theatre.

General:

- To support the Head of Scenic Workshop with preparation of detailed estimates working within budget frameworks.
- To record regular stock-checks of materials after each show and prepare reports for submission to Finance. To also use this monitoring process to generate data and reports for Theatre Green Book.
- To maintain an inventory of workshop equipment, have regular servicing and maintenance in place, and aid the Head of Scenic Workshops with the procurement of new/replacement equipment.
- To order materials and goods, in collaboration with the Head of Scenic Workshop and Head of Technical Design, while managing relationships with suppliers ensuring best value procurement, both financial & environmental impacts, and prompt delivery schedules.
- To plan with the Head of Scenic Workshop, the day-to-day management and operations of the department including dispatching and taking delivery of goods; cleaning and maintenance of the workplace and work equipment; stocktaking and the movement of scenery, furniture, properties and stage effects.
- To liaise with Head of Scenic Workshop, Directors, Designers, production and technical staff to ascertain the overall staging, scenic, special effects and props required on specific Leeds Playhouse productions, projects or events.
- When necessary, attend design or production meetings to offer input on construction timelines and resources.

Practical:

- To take a proactive role in the construction of scenery, furniture, stage properties, and stage effects to a high standard.
- To allocate the division of work tasks in collaboration with the Head of Scenic Workshop.
- To be proactive in the organization and management of the Scene Docks, Stage Areas, Scenery and Properties Stores and other relevant areas of the premises in collaboration with the Head of Scenic Workshop.
- Assist leading stage get-ins, fit-ups, get-outs and loading and unloading of vehicles, and

being available to drive vehicles when necessary.

Working Safely:

- To ensure the proper use, care, maintenance and security of premises, stock and equipment, including property and equipment hired or loaned to the department.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, wood and metal working tools and machinery.
- To ensure that all construction staff line managed by the Head of Scenic Workshop are suitably instructed and comply with the company's Health and Safety Policy.
- To regularly review & update risk assessments & safe systems of work for Construction team work areas & activity in conjunction with Head of Scenic Workshop.
- Supervise the effective and safe working of other personnel including skilled and unskilled personnel who are allocated to assist with the completion of a specific task or project.
- To ensure Scenic Workshop staff adhere to the company guidelines, procedures and policies.

Training and development of people:

- To support Leeds Playhouse's ambition to maximize learning and training opportunities for Scenic Workshop staff, trainees, work experience students and community-based participants.
- To keep a record of staff inductions, staff training requirements and achievements.

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Scenic Workshop team in particular and the Playhouse as a whole
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

Any other duties

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

The role of **Construction Manager**, is a Head of Department and is responsible for the Deputy Construction Manager, Scenic Construction Technicians, freelancers and casuals within the construction team.

You will be managed by the **Head of Scenic Workshop**.

Key Internal Relationships

- Head of Scenic Workshop
- Head of Technical Design
- Deputy Head of Construction
- Scenic Construction Technicians
- Head Scenic Artist
- Other Scenic Workshop staff
- All other production departments and staff
- Technical Director
- Artistic Director and Joint Chief Executive
- Artistic and Associate Directors
- Finance Department

Key External Relationships

- Directors, Designers and Creative teams
- Suppliers
- Colleges, universities, Community Centres
- Freelance staff, trainees, students, work experience
- External partners and funders

Person specification

Essentials:

If you do not demonstrate that you meet all these criteria you may not be shortlisted:

- Proven experience managing scenic or production projects in a theatrical or creative environment.
- Experience leading a team and overseeing the delivery of multiple projects simultaneously.
- Strong knowledge of materials commonly used in scenic construction, including wood, metal, plastics, and fabrics, with a good understanding of the safe working practices and environmental impact for these materials.
- Hands-on proficiency with workshop tools, equipment, and machinery.
- Experience in setting up, programming, and operating CNC routers to cut and shape sheet materials.
- Familiarity with AutoCAD for reading and interpreting technical drawings and set designs.
- In-depth understanding of health and safety regulations, particularly in workshop environments. Experience conducting risk assessments and implementing safe working practices.
- Demonstrated ability to lead and motivate a team, fostering a collaborative and productive working environment. Strong mentorship skills with a focus on developing team members' skills and knowledge.
- Proven ability to manage multiple projects, ensuring deadlines are met without compromising on quality. Strong organisational and planning skills, with experience managing workflows and allocating resources effectively.
- Excellent verbal and written communication skills, capable of collaborating with designers, production managers, and other theatre departments.
- Ability to provide clear instructions and constructive feedback to team members.
- Experience of working within workshop budgets, sourcing materials and equipment, and tracking expenses.
- Knowledge of good environmental practices, both in the procurement of materials and in the appropriate reuse, recycle and disposal of materials.

Desirable:

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Previous experience working in a theatre or live performance environment, with knowledge of the unique demands of scenic construction for live events.
- Demonstrated ability to troubleshoot technical challenges and provide innovative

solutions to construction problems.

- Valid First Aid certification.
- Knowledge of sustainable materials and practices in scenic construction, with an interest in reducing environmental impact where possible.
- Experience of using &/or knowledge of the Theatre Green Book.
- IOSH Managing Safely Qualification, &/or other Health & Safety qualifications eg Risk Assessment training.
- Existing relationships with suppliers for materials and equipment within the industry.
- A valid UK driving license with experience driving goods vehicles up to 3.5 tonnes for transporting set pieces and materials.
- Experience operating forklift trucks, with a valid forklift license, for moving heavy materials and equipment safely within the workshop and theatre premises.
- An interest in Theatre.

Terms & Conditions

Period of work

This is a full-time, permanent contract, subject to successful completion of 3-month probation period.

Pay

£31,702 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

Basic Salary paid monthly, on 20th of month, covering full calendar month from 1st to end of month. Overtime is paid in arrears.

Hours

Full time – 40 hours per week on any 5 days out of 6. – Monday to Saturday. Evening and weekend work will be required.

The Scenic Workshops are primarily operational Monday to Friday but there will be occasions when working on Saturdays is required as part of a standard week.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

Holidays

5 weeks / 200 hours per year plus public holidays (increasing with length of continuous employment). The holiday year starts on 1st September and runs to 31st August.

Probation period

3 months

Notice period

12 weeks

Location of work

Your main place of work will be Leeds Playhouse, with some work at Playhouse 2 (which is about 5 minutes' walk from the main building). You may be required to work permanently or temporarily at other locations in the Leeds City region. You may be asked to work temporarily in other locations in the UK.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

Non-contractual benefits

- Free-to-use employee assistance service
- 2 personal Wellbeing Days per year
- In-House Counselling with A BACP registered counselling professional on-site (by referral)

- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Voluntary cash health plan with Westfield Health (optional)
- Corporate gym and swimming discount

Other benefits

- Contributory staff pension
- 12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse

Key statements

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

Please contact **Abe Ahmed, Head of Scenic Workshop**, for more information by email abe.ahmed@leedsplayhouse.org.uk