

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Deputy 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.

DEPUTY CONSTRUCTION MANAGER

Role Summary

The Leeds Playhouse Scenic Workshops are a well-equipped, busy and professional workshop producing Scenery and Stage Engineering for our three venues and additional external productions.

You will be part of the full-time team supporting the Construction Manager in the running of the workshop and overseeing Scenic Construction Technicians and Freelancers. Daily work includes working with a variety of materials and manufacturing methods including carpentry and metalworking equipment.

Working on a variety of productions from small touring shows to large national tours, you will be expected to work from technical drawings to produce high quality scenery in a timely manner, using a variety of manufacturing techniques.

Main duties and responsibilities

General Duties:

- Support the Construction Manager in the daily operations of the workshop.
- Oversee and participate in the construction of scenery, furniture, props, and stage effects to the highest standards within agreed schedules and budgets.
- Work with a wide range of materials, including wood, metal, plastics, and fabrics.
- Interpret and work accurately from technical drawings, models, reference material, or basic instructions, and delegate tasks effectively to the team.
- Assist with stage get-ins, fit-ups, and get-outs.
- Assist with the loading and unloading of vehicles, as well as the transportation and movement of scenery, props, and stage effects.
- Ensure responsible use, care, and security of workshop premises and all property under the responsibility of the theatre.
- Correctly and safely operate a wide variety of equipment, including access, lifting, testing, wood and metalworking tools, and stage machinery.

Practical:

- Maintain workshop organization, cleanliness, and safe working conditions.
- Carry out general building maintenance as needed.
- Dispatch and receive deliveries of materials, ensuring smooth workshop operations.
- Maintain and document inventory of consumables, tools, and equipment, coordinating necessary repairs or replacements.
- Conduct stocktaking and ensure equipment, hoses, and power cables are stored in an orderly manner.
- Supervise other staff, including skilled, unskilled, and trainee personnel, ensuring safe and effective working practices.
- Make visits to suppliers for the collection or delivery of goods when necessary.
- Be willing and able to work at heights and undertake vehicle driving duties when required.

Working Safely:

- Assist the Construction Manager in enforcing health and safety protocols within the workshop, ensuring staff follow safety guidelines.
- Conduct safety checks on equipment and assist with risk assessments.
- Ensure all staff use equipment safely and provide instruction where necessary.

General Responsibilities

- Support the Scenic Workshops and Props teams in the provision of a comprehensive service.
- 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 organizational culture.
- 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 proactive role in the development and action of environmental policy and procedures relevant to the Scenic Workshop 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 **Deputy Construction Manager** sits within the Scenic Workshop Department, run by Head of Scenic Workshop, which is part of the wider Production Directorate.

You will be managed by the **Construction Manager**.

Key Internal Relationships

- Scenic Construction Technicians
- Construction Manager
- Head of Scenic Workshop
- Head of Technical Design
- Head Scenic Artist
- Props Department
- Production Manager
- Stage Department
- Lighting Department
- Stage Management

Key External Relationships

- Suppliers
- Set Designers
- Freelance Carpenters & Metalworkers, and other fabrication artists

Person specification

Essentials:

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

- Proven experience working in a scenic workshop or similar production environment, with hands-on knowledge of scenic construction techniques.
- Ability to work with materials such as timber, metal, plastics, and fabrics, as well as proficiency with workshop tools and machinery.
- Strong experience working from technical drawings, models, or basic instructions, with the ability to delegate tasks to the team.
- Experience supervising or coordinating a team, providing guidance, allocating tasks, and motivating staff to deliver high-quality results.
- Understanding of health and safety regulations within a workshop environment, including experience conducting risk assessments and enforcing safety protocols.
- Strong communication skills, both written and verbal, with the ability to collaborate across departments and relay instructions to the team.
- Excellent organisational skills with experience managing multiple tasks and ensuring deadlines are met.
- Ability to work under pressure and manage competing priorities without compromising on quality.
- Proficiency with workshop tools, equipment, and machinery, including wood and metalworking machinery.
- Computer Literacy.
- Knowledge of theatre working practices
- Knowledge of environmental impact of materials & best practices of re-using, recycling & disposal.

Desirable:

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

- Experience operating a CNC router, including setup and programming for cutting materials.
- Valid UK driving license, with experience driving vehicles up to 3.5 tonnes.
- Experience operating forklift trucks.
- Familiarity with AutoCAD or similar design software for interpreting set designs and technical drawings.
- First Aid certification.
- Knowledge of sustainable materials and practices in scenic construction, with an interest in reducing environmental impact. best practices of re-using, recycling & disposal.
- Interest in Theatre including knowledge of theatre working practices.

Terms & Conditions

Period of work

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

Pay

£27,106 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 of 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.

Holidays

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

Probation Period

3 months

Notice period

4 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