



LEEDS PLAY HOUSE

SCENIC CONSTRUCTION TECHNICIAN

Recruitment Pack

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



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL HELP YOU UNDERSTAND WHAT WE'RE ALL ABOUT.

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the UK Theatre Awards. In 2022, Leeds Playhouse was named Most Welcoming Theatre, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.

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WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, Leeds Playhouse relies on the support of valued partners to make great things happen. It is grateful for the continued support of Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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THE ROLE

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, made up of Deputy Construction Manager & 2 Scenic Construction Technicians. Daily work includes working with a variety of materials and manufacturing methods including basic 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.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- To support and assist the Construction Manager & Deputy Construction Manager.
- To undertake the construction of scenery, furniture, stage properties and stage effects to the highest standard within agreed schedules and budgets.
- To work with a wide variety of materials including timber, metal and plastics.
- To work accurately and quickly from drawings, models, reference material or basic instruction.
- To assist with stage get-ins, fit-ups and get-outs.
- To assist with the loading and unloading of vehicles.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, Leeds Playhouse.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, wood and metal working tools, workshop and stage machinery

PRACTICAL

- To undertake general building maintenance as required.
- Dispatching and receiving the delivery of goods.
- Organising, cleaning and maintaining the workshop area.
- Cleaning, testing and maintenance of workshop equipment.
- Stocktaking as required.
- Moving goods, equipment, scenery, furniture, properties and stage effects as required.
- To make visits as required to suppliers in order to acquire, collect or deliver goods.

- To ensure that work equipment, stage technical equipment, electrical equipment, air hoses and power cables used in working areas are deployed in a clean, tidy and orderly condition and to take appropriate care at all times.
- To supervise the effective and safe working of other staff as required including skilled, unskilled and trainee personnel who have been allocated to assist with a specific task or project.
- To be able and willing to work at heights.
- To undertake vehicle driving duties as required.

FOLLOWING POLICY AND PROCEDURE

- To assist with stock checks and inventory management.
- To adhere to all company policy and procedure, to maintain a safe and healthy working environment.
- To 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 the Leeds Theatre Trust Ltd.
- To identify and report all hazards arising in the venues, work environment and in any activities undertaken.
- To follow all department policy and procedures.

WORKING SAFELY

- To maintain a clean, tidy and safe workplace.
- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, hand tools, power tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises or property belonging to, or the responsibility of, Leeds Playhouse.
- To ensure that all workshop equipment used is in a clean, safe, tidy and orderly condition.
- To undertake routine maintenance of workshop equipment.

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 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 Technical Stage Management 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 Scenic Construction Technician is part of the Scenic Workshop team, which sits within the wider Production directorate.

You will be line managed by the Construction Manager and will work alongside the Deputy Construction Manager and the other Scenic Construction Technician.

KEY INTERNAL RELATIONSHIPS

- Scenic Construction Technician, Deputy Construction Manager, Construction Manager
- Head of Scenic Workshops
- Head of Technical Design
- Head of Scenic Art
- Production Managers
- Props Department
- Stage Department
- Other departments within Production

KEY EXTERNAL RELATIONSHIPS

- Set Designers
- Freelance Makers
- Suppliers

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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

- Enthusiasm, energy and a positive attitude
- Experience in a construction, fabrication or maker background
- Basic computer literacy
- A calm and organised approach to the job with attention to detail
- Excellent problem solver
- An ability to work to deadlines
- Metalwork and carpentry skills
- An ability to work from technical drawings to produce a high-quality end product
- Experience with various materials and machinery
- An interest in the arts and the desire to work within a theatre

DESIRABLE REQUIREMENTS

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

- Experience within the theatre, events or exhibition industry
- Experience of using good Health and Safety practices in a theatre environment
- A full clean driving licence
- Interest in good environmental practice

EMPLOYMENT TERMS SUMMARY

CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£24,453 per year, with subject to pay review in April 2025 rising to at least £25,397 per year. Plus BECTU/UK Theatre commercial get-outs and overtime payments.

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.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. 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.

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



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

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HOW TO APPLY

TO FIND OUT
MORE, PLEASE
CONTACT OUR
TEAM AT
[recruitment@leeds
playhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).

PHOTOGRAPHY CREDITS

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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.

HOW TO APPLY

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.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

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 takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.



THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700