



Scenic Construction Manager



ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s.

ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

‘The future of this country’s theatre tradition depends on centres of excellence such as ArtsEd.’

Lord Lloyd Webber, ArtsEd President



The Role

Contract:	Permanent
Department:	Production
Reports to:	Head of Production
Working Pattern:	Full time - 40 hours per week 10am - 6pm (flexibility required)
Benefits:	Competitive benefits package
Salary:	£40,000

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.

Summary of the role:

The Scenic Construction Manager will work with the Head of Production, the Stage Manager, Directors and Designers to achieve the best possible production values within the resources available, ensuring plans can be realised on schedule and within budget.

They will keep all parties informed of construction and staging requirements for productions and manage construction staff whether full-time, part time or casual, ensuring that work is carried out safely and in accordance with the School's requirements.

Key Responsibilities

Role Specific

- To manage workshop and workshop staff
- To attend and contribute to all production, progress, and staff meetings.
- To generate and implement agreed construction budgets.
- To generate and implement set construction fit-up and rigging schedules.
- To work with the Head of Production to generate general workshop stock and stage equipment/rigging budgets and to implement those budgets as appropriate.
- To ensure the procurement of set construction and general workshop stock materials and associated items within agreed budgets.
- To generate risk assessments and method statements as necessary reflecting a strong awareness of and adherence to Health and Safety policy and best practise.
- To carry out the rigging and operation of the theatres flying system.
- To be on show call to fly or supervise flying or equivalent as required.
- To ensure the maintenance of all the theatres workshop, staging and rigging and flying equipment as required and in accordance with policies and current best practise.
- To work with the Head of Production and other staff in maintaining the theatre areas within the premises and such other performance venues which the Schools may use from time to time.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as requested by the Head of Production.



Key Responsibilities

All Staff Responsibilities

- All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
- All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.
- All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- All staff must adhere to the staff Code of Conduct.
- All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
- All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.
- All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.
- ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.



Personal Specification

ESSENTIAL

- Experience of managing a scenic construction workshop with a proven track record as a lead scenic carpenter.
- Experience of scheduling multiple projects.
- Experience of rigging and counterweight systems.
- Experience of managing construction budgets, stock and staffing budgets.
- Experience of hand tool and machine maintenance and general repairs of workshop and stage equipment.
- Experience of welding.
- Experience of AutoCAD and Vectorworks.
- An up-to-date knowledge of all applicable Health and Safety regulations, guidance notes and codes of practise to ensure all scenic (incl. flying and rigging) elements are realised in a correct and safe manner.

DESIRABLE

- Full clean driving license
- Experience of prop making
- An understanding of scenic artists requirements/practise



ArtsEd

