**MASTER CARPENTER - JOB DESCRIPTION**

**Job Title:** Master Carpenter

**Reports to:** Project Director

**Appointed by:** Interview Panel

**Period of Appointment:** 12 months fixed term. Part-time based on 24 hours per week.

Some evening and weekend working will be required.

**Salary:** £39,000 p.a. pro rata

**PURPOSE OF ROLE**

* To supervise and manage a community carpentry project to complete the restoration of the historic stage machinery at the Tyne Theatre.
* To supervise community time-served carpenters and stage machinery operatives.
* To support the restoration maintenance and operation of the stage house and its machinery.
* To investigate, under the supervision of the Project Director, the surviving building fabric of the Grand Salon and be responsible for any making good.

**Key Responsibilities**

* Manage the project on a day-to-day basis.
* Create work timetables and staff rostas. Co-ordinate and manage all activities.
* Organise and order materials, for example, timber, fixings, equipment.
* Oversee Health and Safety appertaining to the area of responsibility.
* Support the well-being and welfare of all volunteers.
* Coaching and supervision of volunteers.
* Be a positive role model to community trainees and act as an ambassador for the Tyne Theatre.

**Role Requirements**

* Traditional time served carpenter/joiner.
* Experience working in a backstage or theatre carpentry environment.
* Experience of working in and maintaining a listed building.
* Demonstrably enthusiastic about the heritage of the Tyne Theatre.
* Experience of managing people and volunteers.
* Experience of managing Health and Safety.

**Personal Profile Useful Skills**

* Have Training or Assessor qualifications.
* Have experience working with people of all ages.
* Basic IT support skills.
* First Aid qualification.

**Applications**

Closing date for applications is 9am Monday 1st August.

Please send a CV and covering letter with the title 'MASTER CARPENTER' to [info@tynetheatreandoperahouse.uk](mailto:info@tynetheatreandoperahouse.uk)