



PROP WORKSHOP SUPERVISOR

Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

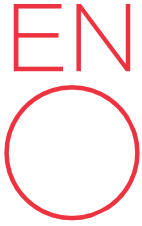
We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Prop Workshop Supervisor

SUMMARY

The Prop Workshop Supervisor assists the Prop Workshop Manager in the safe and efficient production, manufacture, and refurbishment of props for ENO and Engage productions ensuring that the very highest standards are always maintained. They will work with the Head of Props, Prop Workshop Manager, Prop Supervisors and visiting designers to support the artistic vision of all productions.

Reports to:

Prop Workshop Manager

Salary

£46,500 per annum

Holiday Entitlement

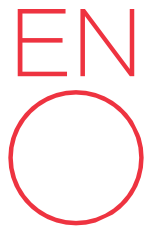
25 days plus Public Holidays

Location

ENO Prop Workshop, Trinity Buoy Wharf, E14 0FP

Hours

44 hours per week averaged annually
Regular office hours 9:30 – 17:30 Monday to Friday
Occasional evening and weekend work is required



Prop Workshop Supervisor

Key Accountabilities

- To act as the Prop Workshop Manager's nominated deputy in their absence.
- Actively participate in the manufacture, refurbishment, and repair of props.
- Manage the day to day running of the prop making workshop, ensuring that systems and procedures are in place for safety and efficiency, including the general discipline and welfare of the workshop staff.
- In the absence of the Prop Workshop Manager, liaise with the Head of Props and Prop Supervisors advising of estimated costs and timescales for projects.
- Ensure the most efficient and cost-effective methods are used in production, and advise Prop Supervisors, in a timely manner of any deviation or anticipated changes from the estimated manufacturing costs before they occur.
- Together with the Prop Workshop Manager, liaise with the Head of Props and Prop Supervisors regarding the cover of fit ups and technical rehearsals on stage.
- Gather all relevant information, drawings, and materials for projects before the commencement of their manufacture.
- Monitor, in collaboration with the Prop Workshop Manager, and the Head of Props, the quality of work produced and ensure staffing levels are appropriate.
- Provide the Apprentice Prop Maker / Work Experience, with suitable projects and ensure they cover the required elements of their post.
- Assist with the day-to-day management of administrative systems for the workshop, including; invoicing, time sheets, holiday requests, attendance, absence, lateness, sickness, accident/incident, purchase order, credit card, petty cash and show spending records.
- Undertake any professional development and work-related training as deemed necessary by the Prop Workshop Manager.



Prop Workshop Supervisor

Key Accountabilities continued...

- Be aware of and keep up to date with current and emerging developments in props, techniques, and equipment.
- Assist the Prop Workshop Manager, to ensure all new shows, to be kept in the live rep, are crated and that crate numbers, sizes, weight etc. are recorded in the online packing lists.
- Keep an adequate stock of workshop materials and equipment and ensure machinery and power tools are regularly serviced and maintained.
- Raise building and equipment maintenance issues with the relevant personnel.
- Deliver good housekeeping control.
- Attend meetings and provide reports as required.
- Undertake the risk assessment of all work activity within the prop workshop and ensure that risk assessment is undertaken.
- Participate in the defining of Health and Safety procedures, producing relevant documentation, as necessary. Monitor the provision of a safe working environment adhering to the company's Health and Safety policy including all COSHH regulations.
- Assist the Prop Workshop Manager in recurring H&S tests and recordings, including a weekly H&S walk around. Ensure continuity in the Prop Workshop Manager's absence.
- Ensure that all staff, freelance prop makers and those on workplace attachment are inducted with the relevant knowledge and training for the use of equipment and materials found within the prop workshop, in accordance with the HSE. Keep records of all training.
- Ensure that all staff working within the prop workshop have read the ENO Code of Conduct.
- Endeavour to minimise the department's environmental impact, actively promoting and encouraging sustainability wherever possible.
- Carry out duties as required at the prop workshop, London Coliseum and other venues used by ENO in the UK and overseas as necessary.

Prop Workshop Supervisor

Person Specification

- Proven ability to recruit staff and manage personnel budgets for a freelance workshop.
- Excellent making skills in all areas of prop construction.
- The ability to instruct and guide others in all prop making techniques.
- The ability to work from scale drawings, sketches, model pieces, reference pictures and verbal descriptions.
- Proven experience of preparing estimates and budgeting for the making of props.
- An extensive knowledge of styles and periods.
- Excellent organisational, motivational and communication skills.
- An understanding of and sensitivity to other departments and their relationship to the Prop Department.
- The ability to interact with designers and realise their ideas in a practical form.
- A knowledge of prop workshop machinery and hand tools, their maintenance and safe use.
- A knowledge of Health and Safety legislation and practice and of COSHH applied in a prop making workshop.
- Computer literacy.

Desirable

- Management experience.
- Experience in rep

Prop Workshop Supervisor

To Apply

Please send the following to workwithus@eno.org:

- CV
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Application Deadline

10am, Friday 13th June

Interviews

w/c 23rd June, London Coliseum



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



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