



Project Coordinator

OPERATIONAL
CENTRE FOR
WELSH NATIONAL
CYMRU

Project Coordinator

Reporting to: Head of Project Management

Responsible for: Not Applicable

The Role

Cardiff Theatrical Services (CTS) is a wholly owned subsidiary of Welsh National Opera.

The Project Coordinator will be responsible for the coordination of CTS projects ensuring that the work is completed efficiently and to the highest possible standard. Working with the Head of Project Management and the Head of Construction closely, the post holder will ensure projects are completed to the specification agreed in the scope of work, within the financial parameters and to the highest possible technical standard.

To work closely with the Construction Manager and Project Supervisors and Scenic Art Managers, in the planning, organisation, directing and co-ordination of the activities and resources of the Workshop.

The role will include both the specifying and ordering of materials (with other colleagues) and working closely with the CTS Management Team

Scope and dimensions:

To work closely with other member of the CTS Management Team in the co-ordination and delivery of projects through the workshop.

The role requires a close day to day working relationship with the Head of Project Management, Head of Construction, Construction Manager, Head of Drawing Office and the Construction Project Supervisor(s) to maximise workshop efficiency.

The Project Co-ordinator will work closely with the CTS Management team to ensure that all projects are well managed, clients are satisfied with the service level and projects are realised to the highest standard possible with the minimum waste of resources.

The role will at times include preparation of project estimates, including attending costing meetings and where appropriate undertaking initial conceptual or construction proposals to aid that process.

Key Accountabilities

- Take project information and quantify it into materials and labour costs.
- Ensure all project milestones are met and completed as set out in the agreed scope of works.
- Purchase materials and services.
- Be responsible for the generation of each project specific health and safety file.
- Ensure all client communication is carried out in line with the company values.
- Support the Head of Project Management and the MD in the generation and preparation of quotations and scope of work documents.
- Commission specialist contractors to provide services in a timely manner, ensuring CTS receive the best customer value and service.
- Purchase materials and services in a timely manner ensuring CTS receive the best customer value and service.

- Liaise with the relevant CTS Manager to ensure all paperwork is delivered in a timely fashion, including all Purchase orders, invoices, Health and safety, and environmental documents.
- To take an active role in the Management Team of CTS in the delivery of high-quality projects on time and budget through the workshop as part of the CTS management team.

Communication and Planning

- Communicate effectively; ensuring all appropriate information is processed efficiently and accurately between key personnel such as the Supervisors and all (relevant) CTS staff, and clients.
- To assist in planning work schedules (with CTS Management Team) to ensure targets are achieved.
- To work closely with Management team to establish and maintain the Production Health and Safety file for each production to ensure compliance with H+S law and CDM regulations 2015.
- To liaise closely with production teams particularly when they are visiting CTS and when prospective clients are attending meetings / showing models as required
- Collaborate with Workshop management (and External Production Manager's/Clients) to ensure all production information is distributed both internally and externally as necessary.
- To work closely with Managers to support the initial costing of new projects
- To co-ordinate activities through the relevant Departmental supervisors and working very closely with the CTS Management team to achieve project progress efficiently.
- Liaise with Production Managers, Designers and outside contractors to ensure all requirements are successfully met.
- To support departmental managers regarding resource and staffing needs and to ensure suitable additional freelance or casual labour is booked to cover absences as appropriate to maintain the efficient running of the department.

- At times to conduct client liaison on behalf of Head of Construction and Head of Project Management and to deputise for either of them or the Construction Manager in their absence.
- Co-ordination and management of Load outs in the absence of the Construction Manager or in line with business need.
- Co-ordination of work placements for the construction and drawing office departments.
- Attend training and courses as deemed necessary by the CTS management team.

CTS Organisation Culture

- Actively promote Health and Safety in the workplace. Specifically, to identify hazards and actively monitor risks in the workplace.
- With the CTS management nurture and develop a fully inclusive working culture that enables all staff to develop their craft and ensures that best working practices are adhered to all times.
- Ensure excellent housekeeping in the workshop and storage areas at all times.
- Attend and on occasions lead a CTS team on fit-up or site work as required.

General

- Behave in accordance with our values.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Ensure compliance with our policies and procedures at all times.
- Undertake any training appropriate to the post.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

Person Specification

Essential Criteria:

- Good level of general education preferably with relevant vocational training in scenic construction or Stage Management/Technical theatre
- Experience of working in a scenic workshop.
- An understanding of the complexities of building stage scenery and stagecraft.
- Excellent organisation skills.
- A broad working knowledge of techniques used in scenic construction.
- Experience in planning and scheduling a team of skilled craftspeople.
- Excellent organisational and communication skills.
- A track record in project management across a range of disciplines.
- Excellent computer skills (Microsoft Office) Knowledge of AutoCAD, and Inventor would also be advantage.
- Ability to work alone and under own initiative as well as being a team member.
- Ability to work quickly and efficiently, under pressure.
- Ability to recognise set and meet strict deadlines.
- To have a highly methodical and accurate approach to work.
- A positive and proactive work ethic with a "can-do" attitude.
- Dependability, discretion and punctuality.

Desirable Criteria:

- Driving Licence to enable the driving of company vehicles.
- An understanding of scenic art finishes and 3D techniques.
- Welsh Language Speaker/ Writer.

Terms & Conditions

- Salary: £32,000.00 - £37,000.00 per annum.
- Contract Type: Permanent
- The position is 39 hours per week plus overtime.
- Notice Period: 1 month
- Probationary Period: 6 months
- Location: Cardiff Theatrical Services

Benefits

- 33 days annual leave days per annum (inclusive of 8 Welsh bank holidays), rising to 36 days after 5 years' service
- Enhanced family leave policies
- Staff are provided with group life insurance cover equal to 3 x their annual salary.
- Discounts in selected outlets in Cardiff Bay.
- We support colleagues who wish to learn or develop their Welsh language skills and offer optional Welsh lessons at both basic and improver levels.
- Employee Assistance Programme: Free, confidential counselling and advice for staff, freelancers, contractors, and their families.
- Pension scheme available after three months of employment (4% employer contribution / 4% employee contribution).

Reasonable Adjustments

WNO is committed to running an inclusive and accessible recruitment process. If you require adjustments at any stage of your application or interview, we encourage you to let us know. Adjustments may include but are not limited to the following:

- Application materials in alternative formats
- Interview questions shared in advance
- Extra time for interview questions or assessments
- Written copies of questions (including via chat for virtual interviews)
- Access to interpreters, including Welsh Language and British Sign Language

We consider all reasonable adjustment requests individually and will work with you to provide appropriate support wherever practicable. To discuss adjustments, please contact recruitment@wno.org.uk.

How to Apply

- Please submit your application and CV (maximum two A4 pages) in either Welsh or English via our online portal.

Deadline for Applications

- Closing date for this application is Sunday 11 October at 23:59.