

INFORMATION FOR APPLICANTS: POST OF WORKSHOP MANAGER

April 2025

Dear Applicant

Please find attached an application pack for the position of Workshop Manager at Sherman Theatre. Many thanks for your interest in this role.

This is an exciting time to join Sherman Theatre, attendances are thriving and our Made at Sherman productions are resonating across a wide range of audiences. The Workshop Manager is right at the heart of our efforts to ensure our work is of the highest quality in terms of production values and in the delivery of workshop services.

The Workshop Manager at Sherman Theatre works closely within the creative process which is a hugely rewarding and enjoyable experience. This role is suited to those who are excited by these prospects and we are excited to see how the successful individual can help our organisation grow

At Sherman Theatre, we imagine a world made more equitable, more compassionate, more unified by the power of theatre. We are driven to achieve this vision every day. We do this by creating and curating shared live theatre experiences that inspire people from all backgrounds across South Wales to make a better world, in their own way. We believe that access to creativity and self-expression is a right and we constantly strive to ensure everyone has the opportunity to be enriched by the art of theatre.

Our focus on the development and production of new writing and on nurturing Welsh and Wales-based artists makes us the engine room of Welsh theatre. We tell Welsh stories with global resonance through our Made at Sherman productions, created under our roof right here in the heart of Cardiff. We're a place for everyone, generating opportunities for the citizens of South Wales to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences.

Engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.

We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We therefore particularly welcome applicants from diverse ethnic communities and D/deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equality diversity & inclusion form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **noon on Tuesday 6 May 2025**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Thursday 15 May 2025**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application – and we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Chief Executive
Sherman Theatre

WORKSHOP MANAGER: OVERVIEW OF ROLE

Sherman Theatre wishes to appoint a Workshop Manager to lead the construction and finishing of sets for all its productions. The role encompasses a wide range of duties and the person appointed will need to be motivated and enthusiastic with excellent communication skills.

Workshop Manager: Contractual Details

Rate of Pay:	£30,851 per annum
Term:	The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period
Hours:	43 hours per week to include some evening and weekend work. (This includes overtime buyout payment.)
Holidays:	22 days per year, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 27 days plus bank/public holidays.
Period of Notice:	1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week.)
Pension:	Sherman Theatre operates a qualifying workplace pension scheme.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Start date:	The post is available immediately.

Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows.

We also offer a staff discount in the Café Bar to all staff members.

JOB DESCRIPTION: WORKSHOP MANAGER

JOB TITLE:	Workshop Manager
REPORTING TO:	Head of Production & Planning
RESPONSIBLE FOR:	Freelance Carpenters, Freelance Scenic Construction, Freelance Scenic Artists, Contractors
KEY RELATIONSHIPS:	Artistic Director, Freelance Creative Teams, Company Stage Manager, Technical Manager, Senior Technician, Technicians, Contractors, Freelance Production Department

MAIN PURPOSE OF THE ROLE:

Sherman Theatre, Cardiff, seeks a new Workshop Manager to lead the construction and finishing of sets for all its productions. The role encompasses a wide range of duties and the person appointed will need to be motivated and enthusiastic with excellent communication skills.

The Workshop Manager is responsible for the effective and efficient management and delivery of Sherman Theatre's workshop services. The post holder is a Manager within the company's Production Department and, as such, is expected to make a positive contribution to the development of the department and Theatre. Sherman Theatre aspires to the highest quality in its production values and in the delivery of workshop services and the post holder will have a key role in achieving quality targets and developing and maintaining standards.

SCOPE:

The Workshop Manager has lead responsibility for the Workshop and will work closely with the Head of Production & Planning and other Production Department Managers to ensure the smooth delivery of productions on stage.

RESPONBILTESANDDUES

1 Planning:

- Managing and delivering of all Sherman Theatre's workshop services
- Managing and motivating all staff reporting to this post
- Represent the Production Department internally and externally.
- Promoting and participating in an alert and positive approach to Health and Safety in the delivery of all Sherman Theatre workshop services, in accordance with Sherman Theatre's Health and Safety policy and practice
- Managing the usage, maintenance, repair and renewal of workshop plant machinery and equipment

- Working as an effective leader of the Workshop Freelance Team within the Production Department, contributing to the development of the department and Theatre as a whole

2 **Workshop Management:**

- Managing Sherman Theatre`s workshop areas and workshop services to the highest possible standards, ensuring agreed quality control thresholds are attained within available resources
- In consultation with the Head of Production & Planning, drawing up, monitoring and updating the Workshop Freelance Team`s annual work plan
- Planning and managing the delivery of all workshop services required for the mounting of productions, events and activities within Sherman Theatre`s schedule, including set construction, scenic art work, large prop making, dressings and other related services; and for all Sherman Theatre creative engagement and outreach activities both within and externally to Sherman Theatre
- Ensuring all members of the Freelance Workshop Team are fully involved in the production process and that staff adhere to agreed schedules and budgets in the delivery of their services
- Overseeing the ordering and stock control systems within the Workshop
- Monitoring and controlling overtime and production expenditure within agreed budgets, consulting with the Head of Production & Planning where necessary
- Taking the lead role within the Production department in managing and organising the storage of used sets, scenic elements, large props and other construction elements within Sherman Theatre`s workshop and stores and promoting the recycling, when possible and desirable, of such elements within Sherman Theatre`s workshop services
- Planning, scheduling, costing (with the Technical Manager), co-ordinating and managing the delivery of Sherman Theatre`s workshop services to third party organisations under agreed contracts, in consultation with the Head of Production & Planning
- Actively participating in and overseeing any build, get-in, fit-up, get-out and break-up on stage and flies, as scheduled for any Sherman Theatre production. Which would include working at height.
- Working with all resident and visiting Designers for Sherman Theatre's productions
- Working alongside the Technical Manager in the construction of sets and scenic elements, satisfying all operational requirements including storage, performance, scene changes and turnarounds
- Working alongside the Technical Manager to manage the use of and operation of the Main House Flying System.
- Actively promoting staff welfare and wellbeing, development and training
- Taking a lead role in the recruitment and management and development of freelance staff within the Workshop team, including providers of specialist workshop services
- Facilitating effective communications within the Workshop team, and between the Workshop team and other teams across the Sherman and Creative teams in production.
- Ensuring regular liaison between the Workshop team and members of creative teams during the production process

3 **Environmental**

- To support the Sherman Theatre in meeting organisational aims and ambitions for its environmental impacts.
- To support and champion the implementation of the Theatre Green Book within the Production department.

4 **Health and Safety (H&S):**

- Ensure all H&S requirements are met at all times while working
- Attend training as required and maintain awareness of H&S regulations specific to the spaces and equipment used, and all industry advice pertaining to safe working guidelines
- Ensure all potential hazards are made safe as soon as is practicably possible and all specialist electrical equipment is correctly shut down at the end of each working day
- Support the Head of Production & Planning by attending regular meetings and contributing to the Health & Safety Committee.
- Support the active participation and engagement of the Production Department with the organisation's Health & Safety Committee.
- Ensure the technical teams, including freelance, casual and visiting company production staff or volunteers, are fully briefed on all H&S procedures and schedules as required
- Ensure external hirers are fully briefed on the safe use of spaces
- Produce risk assessments and method statements when required
- Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.

5 **General:**

- Contribute to the planning process of the theatre, raising well in advance any pressure points and the need for additional resources
- Attend and contribute to regular company meetings and season review meetings
- Deputise for the Head of Production & Planning when appropriate.

It is a duty to abide by the Policy Statements as detailed in the Staff Handbook.

PERSON SPECIFICATION: WORKSHOP MANAGER

ESSENTIAL

Experience

Proven experience of:

- Producing and interpreting scaled drawings
- Writing risk assessments
- Theatre Construction, Staging, Rigging, Automation, and Scenic Departments
- Budget management
- Equipment maintenance
- Project management in a theatre environment

Knowledge and Skills

- Substantial practical experience of working within either a construction department or a scenic art department within a theatre environment.
- Excellent working knowledge of current construction and scenic art practice.
- Excellent leadership skills.
- Excellent communication skills, both written and verbal.
- Ability to use Microsoft Office: Outlook, Word, Excel, Vectorworks, AutoCAD or similar CAD packages on a regular basis.
- Proven ability to plan, schedule and manage the output of a Workshop Team.
- Proven ability to plan workloads and effectively manage multiple tasks and priorities.
- Proven ability to manage and motivate staff.
- Knowledge of a wide range of new and traditional construction systems and methods.
- Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry.
- Knowledge and experience of plant and workshop management and maintenance.
- Experience of working directly with creative personnel.
- Ability to work well in a team and independently.
- Proven knowledge of H&S legislation and procedures, including COSHH, LOLER, PAT and industry guidelines and safe working practices including ABTT and SOLT guidance.

HIGHLY DESIRABLE

- The ability to speak, read and write Welsh.

DESIRABLE

- Experience of working within a producing theatre environment.
- Full driving license, and ability to drive a LWB Transit van.
- First aid.
- Manual handling.
- Ladder use.