

JOB DESCRIPTION

Post:	Workshop Assistant
Responsible to:	Workshop Co-ordinator
Responsible for:	N/A

Purpose of the Role

The position is expected to undertake general workshop duties and support the workshop activity.

The role may also assist in general stage work at the theatre under the direction of the Head of Stage.

Main Responsibilities

This list is representative and not exhaustive

- Assisting the workshop staff as required
- Keeping the workspace clean
- Manual handling
- Prepping materials
- Sanding and finishing timber
- Sealing or finishing steel
- Work and interact in a collaborative and proactive manner

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation.
- To comply with all BOV policies including Equality and Diversity, Health & Safety, Safeguarding and other policies included in the Staff Handbook.
- To attend regular staff meetings and other departmental meetings that may be arranged.
- To keep up to date with the activities of the organisation.
- Undertake additional duties as may reasonably be required.

PERSON SPECIFICATION – Workshop Assistant

Essential
<ul style="list-style-type: none">• Interest in building and making• Interest in design• Willing to work in a manual environment• Ability to work independently• Ability to be flexible and patient
Desirable
<ul style="list-style-type: none">• Experience of working in a theatre• Experience of working with tools• Experience of painting

TERMS AND CONDITIONS

Hours:	Minimum 35 hours per week. The postholder will, however, be expected to work such reasonable hours as the needs of the post demands.
Contract:	Fixed term (1 year)
Salary:	£17,480
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays.
Probation:	Three months' probation period (during which there is one week's notice on either side).
Notice period:	One months' notice following successful completion of probation period.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.