

Job Specification: **Workshop Manager**
Reports to: **Head of Set & Staging**
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Job Specification

Light Fantastic Production Services Ltd provide high quality lighting, audio, video and scenic solutions to the live events industry. Our clients rely on us to deliver bespoke production solutions to a wide range of prestige live events across the UK & Europe.

An opportunity has arisen for an enthusiastic individual to join our set & staging team based in Borehamwood, Hertfordshire as Workshop Manager. The role will involve managing day to day work within a busy scenic workshop, producing beautifully finished scenic elements.

You must be a confident leader, comfortable managing a team, mentoring other staff and able to adapt and react to changing circumstances with a calm and considered approach. You must have a solid background in scenic carpentry and be adept at interpreting working drawings and briefs. You must have an excellent working knowledge of construction techniques in timber, laminates, plastics, metal and fabric. The role is hands on and you will lead others by example.

The ideal candidate will be enthusiastic, eloquent and passionate about delivering beautiful 3D environments. You must be keen to learn and develop your expertise continually, meticulous and thorough in your work and have excellent interpersonal skills. You must be computer literate and comfortable managing and scheduling resources in a fast-paced environment.

Due to the nature of the live events industry working hours will be varied and will include evening and weekend work. Schedules can be subject to change at short notice and a flexible attitude to working hours will be essential. A full driving license will be extremely beneficial.

This is a great opportunity for the right candidate to join a friendly and passionate team that thrives on a challenge. We'll reward you with a generous salary, opportunities for personal growth and a fun working environment with a group of people who care.

To apply, please send a CV to careers@lfps.co.uk along with a covering letter telling us what sets you apart from the crowd.

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- Take ownership of all operations within the workshop environment
 - Provide leadership & line management to workshop staff
 - Champion and promote best practice in all areas of workshop activities
 - Supervise staff & provide technical guidance where required
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- Manage workflow and adapt work schedules to suit production requirements as they evolve
 - Liaise with Scenic Project Managers to ensure timely construction of scenic elements as required to suit production requirements & deadlines
 - Liaise with Scenic Project Managers to ensure the supply of materials to suit production / scheduling requirements
 - Liaise with Scenic Project Managers to ensure appropriate staffing in the workshop at all times including scheduling for freelance labour and holiday / illness cover
 - Ensure all bespoke & stock items required for jobs are collated and prepared for despatch
 - Ensure materials and stock are used effectively and wastage is minimised
 - Maintain stock scenic items as required
 - Mark all completed items as such using the companies rental management software
 - Provide support to the Warehouse Team as required in loading & unloading all vehicles
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- Interpret working drawings & briefs accurately and efficiently
 - Build & deliver bespoke scenic elements to a high standard
 - Operate specific items of machinery in-line with company procedures
 - Manage own workload appropriately and seek assistance when required
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- Liaise with the Warehouse Manager to manage receipt & storage of incoming materials
 - Liaise with the Warehouse Manager to manage space requirements in the warehouse for working space and storage
 - Liaise with the Warehouse Manager to arrange timely waste collections
 - Champion and promote best practice in all areas of health & safety
 - Support the Senior Leadership Team in ensuring the safety of the workshop environment
 - Instigate & maintain a daily cleaning routine to keep the workshop environment clean & tidy
 - Maintain all tools and workshop facilities in an appropriate manner
 - Report all damages, losses or breakages to the Head of Set & Staging in a timely manner
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- Assist with the installation of projects on site when required
 - Liaise between crew, other suppliers and clients on site
 - Act as an ambassador for the company at all times
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- Support the Senior Leadership Team in developing processes and procedures to improve all aspects of the companies operations
 - Undertake any other tasks as reasonably requested by the Senior Leadership Team