



WORKSHOP MANAGER

CTDPS: LITTLE THEATRE

Faculty of Humanities

The Little Theatre resource unit of the Centre for Theatre, Dance and Performance Studies (CTDPS) is located on the Hiddingh Campus of the University of Cape Town. The Little Theatre provides theatre spaces and facilities for performance research as well as coordinating a dynamic programme of classical, contemporary and experimental student and staff productions throughout the academic year.

The CTDPS seeks to appoint a Workshop Manager to manage the provision of sets, scenery, furniture and specialised property items for all CTDPS and other contracted productions, as well as class work and project needs. This includes both the design, safe and effective construction, set-up and striking of scenery and sets.

Requirements:

- Minimum Grade 12
- Experience in interpreting and executing set design through a portfolio of work
- Minimum 5 years' practical experience in a theatre or set-building workshop environment, including sourcing and management of stock
- Minimum 3 years' experience in a supervisory role
- Computer skills including MS Word, MS Excel, Email, and Internet Explorer
- Ability to work flexible theatre hours as defined by the Little Theatre Executive
- Drivers License

Advantageous

A Qualification in set building or carpentry or metalworking would be advantageous

Responsibilities:

- Building sets for all productions and projects in accordance with the Little Theatre production schedules
- Interpreting and providing scale drawings of set prior to construction
- Costing and facilitating pricing of set designs
- Designing, or assisting with designing, of sets for all productions and projects in accordance with the Little Theatre production schedules
- Line-managing workshop assistants
- Orientating staff and students to the health and safety regulations of being and working in a workshop, laboratory or theatre
- Facilitating the upkeep, maintenance and repairs of all workshop equipment
- Ordering and maintaining workshop stores
- Providing support for the teaching and production programme as required by the CTDPS on all campuses

The appointment is subject to a medical assessment.

The annual cost of employment, including benefits is between R355 670 and R418 435

To apply, please e-mail the below documents in a **single pdf file** to recruitment02@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 2163 **Website:** www.uct.ac.ac.za
Reference number: E19121 **Closing date:** 15 February 2019

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UCT reserves the right not to appoint.