



JOB DESCRIPTION

HR191

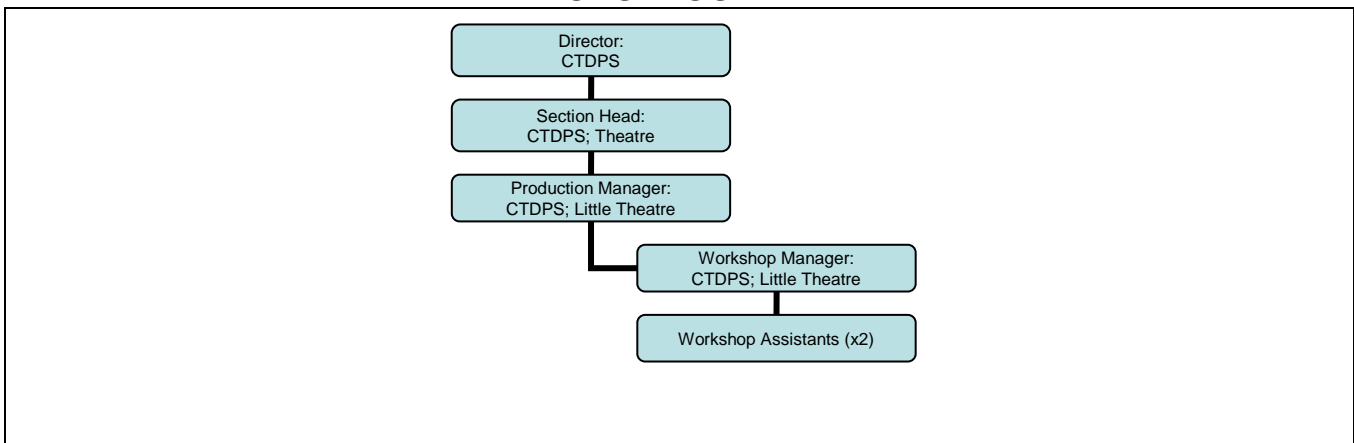
NOTES

- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- This form must be sent to the Remuneration Specialist, Room 210, Bremner Building.

POSITION DETAILS

Position Title	Workshop Manager: Little Theatre		
Status of Post (<i>tick</i>)	New Post		Upgrade
Job Grade	9		
Faculty (<i>if applicable</i>)	HUMANITIES		
Department	CTDPS		
Section (<i>if applicable</i>)	LITTLE THEATRE		
Date of Compilation	18/10/2013		
FOR OFFICE USE			
Job Title			
Date of Grading			
Grading Result			

ORGANOGRAM



PURPOSE

The purpose of the job is to manage the provision of sets, scenery, furniture and specialised property items for all CTDPS, Little Theatre and other contracted productions, as well as class work and project needs. This includes the design, safe and effective construction, set up and striking of scenery and sets. The purpose of the job is also to provide functional services in the theatres, both formal and informal.

Key Performance Areas (5 – 8)	% of time spent	Activities / Tasks	Results / Outcomes	Competencies
1. Set construction	40%	<ul style="list-style-type: none"> • Build sets for all productions and projects in accordance with the Little Theatre Production Schedule • Provide scale drawings of set prior to construction • Cost and facilitate pricing of set designs • Communicate effectively through e-mail and other resources with creative team, students and staff 	<ul style="list-style-type: none"> • Professional construction to highest safety and workmanship standards • Quick turn around on construction requests • Productive use of workshop resources 	<ul style="list-style-type: none"> • Verbal and written communication • Client services orientation • Building interpersonal relations • Problem solving • Initiating action • Organising and planning • Attention to detail • Results focused • Teamwork • Stress tolerance • Work standards • Multi-tasking • Delegation
2. Design	15%	<ul style="list-style-type: none"> • Design, or assist with designing of, sets for all productions and projects in accordance with the Little Theatre Production Schedule • Work with creative team to create holistic conceptual design 	<ul style="list-style-type: none"> • Professional design and realisation of director's designs • Managing multiple projects without decreasing creative output quality • Set design which encompasses the lighting, costume and other design forms to effectively realise the vision of the production 	<ul style="list-style-type: none"> • Interpret and create technical drawings • Multi-tasking • Ability to synergise • Delegation • Teamwork • Results focused • Attention to detail • Organising and planning • Initiating action • Problem solving • Building interpersonal relations • Client services orientation • Verbal and written communication

Key Performance Areas (5 – 8)	% of time spent	Activities / Tasks	Results / Outcomes	Competencies
3. Staff management and student supervision	20%	<ul style="list-style-type: none"> • Line management of Workshop Assistants • Manage PPS of subordinate assistants • Ensure workshop staff are resourced with health and safety equipment to safely and effectively perform job functions • Orientate staff and students to the health and safety regulations of being in, and working at, a workshop, laboratory or theatre • Oversee students on strike procedures of all productions and projects • Demonstrate and assist students with professional theatre practices. 	<ul style="list-style-type: none"> • Productive working environment • Effective delegation of duties to ensure maximum use of staffing resources • Student interacting with workshop staff, equipment and resources in a safe and effective manner • Students learn and demonstrate professional and safe theatre striking practices and equipment use 	<ul style="list-style-type: none"> • Effective delegation • Strategic planning • Knowledge of health and safety standards • Knowledge of professional industry standards • Communication at different levels within academic department • Organising and planning • Teamwork • Problem solving • Verbal and written communication

<p>4. General, administration and stock management</p>	<p>15%</p>	<ul style="list-style-type: none"> • Ensure effective management of all workshop stock levels • Facilitate the upkeep, maintenance and repairs of all workshop equipment • Operate signing out systems and procedures effectively, in line with the allocation of resources to production, project and teaching work • Prepare teaching and production venues for use by students, staff and public • Represent Little Theatre workshop on committees and at meeting as required by Department • Manage and initiate the cleaning of facilities and liaise with cleaning staff • Supervise and assist with general moving and storing of equipment or furniture in and around the Department • Provide support for the teaching and production programme as required by the Department 	<ul style="list-style-type: none"> • Resources are maintained to effectively service teaching requirements • Stock is in appropriate conditions for effective teaching and use • Well monitored and effective systems and procedures • Safe and professional theatres, teaching spaces and workshop • Meetings attended, and accurate feedback and reporting offered to Department • Areas are kept clean and in good working order 	<ul style="list-style-type: none"> • Costing • Planning • Purchasing • Stock repair • Systems management • Computer literacy • Administrative knowledge and skills • Communication at different levels within an academic department • Organising and planning • Teamwork • Problem solving
--	------------	--	---	--

MINIMUM REQUIREMENTS

Minimum Qualifications	<ul style="list-style-type: none">- Grade 12- Qualification in set building, carpentry or woodworking- Qualification in, or presentable experience, in theatre design through portfolio of work is advantageous
Minimum Experience	<ul style="list-style-type: none">- Computer skills essential<ul style="list-style-type: none">o MS Wordo MS Excelo Emailo Internet Explorer- Minimum 5 years' practical experience in the theatre workshop environment, including sourcing and management of stock- Minimum 3 years' experience in a supervisory role- Ability to work theatre hours as defined by the Little Theatre management