



## **Clockwork Scenery seeks a full time, experienced Project Manager with drafting skills.**

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### About Clockwork Scenery:

We are a creative scenery company who specialise in high finish, handcrafted scenery and props for a range of clients and markets, including: theatre, art installations, cruise ships, opera, TV, film, events and exhibitions. We work in a variety of mediums including wood, aluminium, fibre glass, plastics and fabrics.

This is a new role that would report to the director and work closely with the whole team, but also requires someone to have the experience and capability to work autonomously on multiple projects.

Applicants should have good experience of build method, AutoCAD and liaising with clients in both the theatrical world and 'Live Events'.

Ideal applicants would have had this role before or be a workshop foreman looking to progress into a more client facing role.

### Tasks would include:

Taking enquiries through to a quote (by liaising with the client to ensure the brief is fully understood, and having quantified and costed the bill of materials).

Preparing build drawings by interpreting the brief, model and designer's drawings, having discussed the brief with the workshop staff.

Ordering of appropriate materials.

Managing the build process ensuring deadlines and budgets are adhered to.

Be prepared to jump in and get hands on if necessary.

Doing fit ups and installations (including international).

### The ideal candidate will have:

- Substantial, hands on experience in a professional scenery related role with technical theatre experience, in either a stage or workshop environment
- Comprehensive and extensive working knowledge of theatre scenery and live events
- Be proficient in AutoCAD and MS Office
- Work as part of a team
- Excellent verbal and written communication skills
- Experience in people management
- The ability to juggle multiple projects at one time
- A keen eye for detail
- Strong customer and interpersonal skills



Reports to Director.

Based in the workshop (Godalming, Surrey).

This is a full-time permanent contract, after completing three months' probation. Freelance applications welcome.

Standard workshop hours: 8.30am – 5.30pm, Monday – Friday; flexibility needed for onsite work.

Rates of Pay: Up to £40k dependant on experience.

Applicants should in the 1<sup>st</sup> instance email a CV / Portfolio to [george@clockworkscenery.com](mailto:george@clockworkscenery.com)

Deadline for this position: Friday 28<sup>th</sup> October 2016.

Clockwork Scenery is an Equal Opportunities Employer.

[www.clockworkscenery.com](http://www.clockworkscenery.com)

We regret that because of the high volume of anticipated applications, we may be unable to contact unsuccessful candidates.