

Overview of Role

The apprentice carpenter works as part of the carpentry team, assisting with the creation of scenery and sets for a production. They will shadow the carpenters to learn how to create the different types of set pieces such as doors, frames, staircases and windows. They may also assist with complex scenery or products such as joinery products with single and double curvature features. The apprentice reports to the carpenter and supervising carpenter. The role is an introduction to the department which should expose the apprentice to as many jobs within the department as possible. As it is a training role, an apprentice should always work under supervision, especially when working with power tools.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Assist with setting up the carpentry machinery

- ☐ Check and confirm with the carpenter the instructions for setting up tools and equipment
- ☐ Discuss with the carpenter how to set up and use large tools, including table saws, band saws, compressors and table routers
- ☐ Discuss with the carpenter how to set up and use small tools, including hand held routers, disc sanders, belt sanders, rail saws, SDS drills, mortice machines, air nailers, staplers, veneer pinners, framing nailers, dog leg nailers, reciprocating saws and jigsaws
- ☐ Inform the carpenter when tools, equipment and materials are not immediately available or are not in the correct condition
- ☐ Check that power tools are PAT tested and that no wires are loose
- ☐ Check with the stagehand regarding waste disposal and transporting scenery

2. Assist with preparing routine scenery or products for a production

- ☐ Check and confirm with the carpenter the specifications, sketches and instructions
- ☐ Discuss with the carpenter the piece required so the materials and tools to complete the job can be selected
- ☐ Measure and calculate the piece from the drawings, checking with the carpenter that these are correct
- ☐ Check the specification used by the construction department for flats, windbags, rostrum, treads and other items
- ☐ Assist the carpenter with calculating the materials required to make the piece
- ☐ Cut timber as requested, ensuring the shapes are produced to prototype
- ☐ Ensure tools are fit for purpose and safe to use at all times; carry out necessary maintenance under supervision when required
- ☐ Check that power tools are PAT tested and that no wires are loose

- Dispose of any waste and recycling in accordance with environmental and health and safety requirements
- On completion of tasks, make sure all areas are clean and tidy for the next stage

3. Assist with preparing complex scenery or products for a production

- Identify and plan work with the carpenter, checking the part of the drawings relevant to you
- Select the materials and tools required for complex products
- Measure the working environment and check if benches need to be enlarged or combined in order to produce certain pieces
- Measure and calculate the piece from the 2D drawings, checking with the carpenter that these are correct
- Assist with producing cutting lists for complex products
- Cut timber as requested, ensuring the shapes are produced to prototype
- Create the pieces as required
- Request extra help if unable to complete assigned tasks within timescale
- Ensure tools are fit for purpose and safe to use at all times; carry out necessary maintenance under supervision when required
- Check that power tools are PAT tested and that no wires are loose
- Inform the carpenter or chargehand if materials or kit are not available

4. Comply with health and safety requirements

- Keep up to date with health and safety policies and procedures for the production
- Work in compliance with health and safety legislation, regulations, and protocols at all times
- Identify and report any hazards to the working environment that they are unable to deal with, and confirm the appropriate persons to report to
- Use the PPE appropriate to the work in hand, working safely with awareness for others
- Organise work area and prevent accumulation of waste, dust and debris
- Identify production working practices and aspects which may cause harm

Role Specific Skills:

- Interpret and understand carpentry briefs and requirements for working on set, in stages and in the workshop
- Use specialist materials, tools and equipment
- Creation of pieces as directed

Transferable Skills:

- Communication: being polite, clear, open to communication, and always asking questions, listening and taking notes

- Team-working: collaboration within own and with other departments, liaising with plastering, painting and stagehand teams

Attributes:

- Resilience and enthusiasm: adapt positively and quickly to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop and maintain an attitude to learning on every job and seek out networking opportunities