

Overview of Role

The carpenter works as part of the carpentry team, they fit and assemble routine products for example doors, frames, linings or staircases for film or TV sets. They also produce complex pieces including internal clad walls; the interiors of spiral stairwells; external curved walls, such as castle towers, aircraft, spaceships; and compound curved surfaces, such as church windows, gothic arches and vaulted ceilings. The carpenter creates these pieces to ensure the creative vision for the look of the set is achieved. The carpenter reports to the carpentry chargehand or carpentry supervisor, depending on the size of the production.

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. Interpret the brief to produce carpentry

- ☐ Confirm with the chargehand or supervising carpenter the design requirements or creative concept of the art director
- ☐ Liaise with the chargehand or supervising carpenter to agree the part of the job on the drawing breakdown, the outline of finishes and framing required and time schedule
- ☐ Collate information about the period, genre, and type of production in relation to the design requirements to make creative design decisions within the instructions and plan of the supervisors
- ☐ Discuss with the supervisor the appropriate finish required so the materials and tools to complete the job can be selected
- ☐ Check and confirm that design visualisation can be achieved to meet production requirements
- ☐ Inform the supervisor if materials or kit are not available
- ☐ Check that power tools are PAT tested and that no wires are loose

2. Produce routine scenery or products for a production

- ☐ Interpret instructions and specifications relating to the work to be undertaken
- ☐ Check the specification used by the construction department for flats, windbags, rostrum, treads and other items
- ☐ Ensure tools are fit for purpose and safe to use at all times; carry out necessary maintenance when required
- ☐ Calculate and request the materials for use
- ☐ Prepare the tools, equipment and materials for use
- ☐ Protect the work against damage from general workplace activities, other occupations and adverse weather conditions
- ☐ Confirm that fitted and assembled products conform to the working instructions
- ☐ Complete your work within deadline to maintain production schedules
- ☐ Liaise with the supervisor if unable to complete within timescale, in order to arrange extra help

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

3. Produce complex scenery or products for a production

- Interpret the breakdown drawing and instructions relating to the work to be undertaken
- Check and confirm the information needed to produce the shape is on the drawing
- Select the most appropriate tools and equipment to undertake your work
- Calculate the materials required and produce accurate cutting lists for the production of complex shaped products
- Obtain the materials in the correct quantities for producing complex shaped products
- Inform the supervisor when tools, equipment and materials are not immediately available or are not in the correct condition
- Select the method to manufacture complex shaped products
- Produce prototypes of complex shapes as required
- Complete work as outlined in production schedule
- Liaise with the supervisor if unable to complete within timescale, in order to arrange extra help
- Dispose of any waste and recycling in accordance with environmental and health and safety requirements
- On completion of tasks, ensure all areas are clean and tidy for the next stage

4. Comply with health and safety requirements

- Work in compliance with health and safety legislation, regulations, and protocols at all times
- Comply with working at height regulations, including safe ladder work and being visible
- Wear PPE as required and check with the chargehand if specific PPE is needed
- Identify and report any hazards to the working environment that they are unable to deal with, and confirm the appropriate persons to report to
- Consult with the chargehand if specific equipment is required
- Follow manual handling lifting techniques and arrange with the stagehands suitable collection for large pieces

Role Specific Skills:

- Liaise with the supervisor or chargehands to undertake carpentry tasks in line with production requirements
- Produce routine and complex scenic and production carpentry
- Use hand and power tools as required

Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- Team-working: collaboration within own and with other departments, liaising with the plastering, stagehands, painting and set decoration teams
- Problem-solving: contingency planning and resolving issues so that productions remain on schedule

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
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- 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