

Overview of Role

The head of department (HOD) carpentry reports to the construction manager (CM). They are responsible for translating the production vision from the design brief to carpentry tasks to be undertaken by the carpentry department, for stage or location sets for film or TV productions. HOD carpenters are responsible for liaising with other teams within construction and other departments, as required. They organise and recruit the carpentry department for a production and are responsible for ordering materials and equipment and setting up stores and (stages) locations for build and access. They also monitor health and safety for their department, making sure training and equipment is provided. They also report on progress and budget spends.

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. Oversee the set-up of the carpentry department for a production

- ☐ Establish arrangements and undertake the planning for the carpentry department
- ☐ Consult with construction manager (CM) on the scale and breadth of the production to establish timelines and crew levels required
- ☐ Consult on studio spaces and recce locations with production and location department
- ☐ Establish communication channels for the carpentry department
- ☐ Hire carpenters as required to meet demands of the daily and overall production requirements
- ☐ Check the competences of each team member and allocate their work accordingly
- ☐ Check and confirm with production that all crew paperwork, such as start forms, payroll and non-disclosure agreements, have been signed and received
- ☐ Ensure the latest versions of the schedule is referred to, keeping updated with changes to avoid disruption and maintain deadlines
- ☐ Report the impact of changes to the construction manager and suggest amending carpentry department plans
- ☐ Check that all members of the team understand the requirements and specific activities they are responsible for
- ☐ Monitor team performance to ensure that requirements are being met
- ☐ Devise a work plan to provide training for apprentices in the department
- ☐ Provide advice and guidance as appropriate to enable work to be completed

2. Monitor health, safety and welfare for the department

- ☐ Work in compliance with health and safety legislation, regulations, and protocols at all times
- ☐ Oversee the carpenters' induction and the distribution of personal protective equipment (PPE)

- Ensure health and safety protocols are being followed, in particular for crew working at height, and that PPE is being used
- For carpenters who are operating access equipment, check and confirm their International Powered Access Federation (IPAF) certifications have been submitted
- Agree action to address health and safety breaches or repeat offenders with the construction manager
- Obtain and sign departmental risk assessment method statements (RAMS) to comply with all health and safety protocols
- Identify team medic, location of hospital, and mental health first aider, if there is one
- Log close calls or accidents in the accident book
- Follow production protocols for dealing with bullying or harassment reported to them
- Consider working hours for their team and ensure nobody is working longer hours than deemed safe

3. Oversee the operations of the carpentry department for a production

- Receive technical drawings and the design brief, interpreting the requirements of the finishes and time schedules
- Make decisions regarding choice of methods for construction at the early planning stages
- Confirm with the supervising carpenter, the allocation of the job and the drawing to be worked to with the brief and outline of finishes and time schedule
- Liaise with supervising or chargehand carpenters to break down drawings for shop work and stage work
- Arrange for materials and equipment required to be supplied within budget and to deadline
- Check and confirm work has been carried out in line with production requirements
- Liaise with the stagehands to ensure finished pieces are moved in line with production schedules
- Check and confirm work is carried out in compliance with health and safety legislation, regulations, and protocols
- Provide progress reports (either written or verbal) to the construction manager, so that costs and schedules can be tracked accurately

Role Specific Skills:

- Interpreting the creative vision of the art department
- Inspiring carpenters to achieve their goals
- Delegation and team management
- Negotiating and mediating with other departments to resolve potential conflicts

Transferable Skills:

- Organisation: developing departmental methods of control, and managing health and safety
- Management: assigning duties and overseeing work
- Securing work: collating proof of competency and experience, establishing and negotiating rates in line with industry agreements, and clarifying and approving deal memo and contract
- Communication: building rapport and interpreting other's requirements and communicating requirements to other departments and colleagues
- Problem-solving: contingency planning and ability to resolve issues while shooting 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