



## LEAD CARPENTER JOB DESCRIPTION & PERSON SPECIFICATION / Punchdrunk

Responsible to: Head of Set Construction

Key relationships: Production Department

Salary: £900 p/w

Contract: Freelance

Deadline for applications: 08/08/21 by email, with the subject "Lead Carpenter" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

**OUR HISTORY** Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO earlier this year. Punchdrunk also announced a partnership with gaming giants Niantic last year.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013). Since 2008, Punchdrunk Enrichment has taken this immersive practice into communities, creating performances with and for children, young people and the wider community.

## **THE ROLE**

Punchdrunk is seeking a talented Lead Carpenter to make scenic items, furniture and props for Punchdrunk's productions and related projects and to contribute to the creation of the highest standards in all the theatre's producing work.

### **The Production Department**

The purpose of the Production Department is to create and run to the highest standards all the technical aspects of Punchdrunk's productions and related projects, in partnership with the directors, designers and project leaders, to help creative teams achieve their artistic vision within the agreed timescales and budgets.

Members of the Production department work closely and collaboratively together to realise the full potential of our productions. As a member of the team, whilst working primarily in the area of production, you will demonstrate an ability and willingness to work on occasions alongside colleagues in other areas within the team.

### **JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:**

#### **Production Responsibilities**

- To work alongside the HSC, SSM and the creative teams of individual productions to realise the production within allocated resources
- To comply with the workshop planning process, factoring in drafting, costing, build staff allocations, storage of built items and materials, and painting on multiple concurrent projects
- To lead the bench building process on workshop builds ensuring an optimal flow of work through the workshop
- To manage the construction process through the workshops overseeing the work of other casual workshop staff. This will include time on the bench making items as appropriate
- To contribute to the workshop planning meetings
- To be aware of costings, allocated budgets and materials keeping the relevant HSC and SSM informed of any deviation from the agreed costing in a proactive and timely fashion

#### **Department Responsibilities**

- To actively contribute to the effective operation of the Production Department's work

- To support the HSC and SSM in the effective management of the Production Department
- To oversee the Health and Safety and management of casual workshop staff
- To ensure that all workshop equipment and machinery is regularly checked and complies with current legislation
- To actively take part in the maintenance of workshop equipment and facilities
- To undertake the training of staff in the use of workshop equipment as required
- To advise the HSC and SSM on anticipated maintenance costs
- To participate in department administrative and HR systems as required
- To help ensure that all production operations are carried out in compliance with relevant and applicable Health and Safety legislation and any other applicable statutory regulations or legislation
- To remain current with industry best practices and applicable technologies
- To continually seek out opportunities to adapt our working practices to make things better for team members and incoming creative teams
- To provide training and inductions to other members of the production team where necessary

### **General**

- Any other reasonable duties as required to assist the HSC and SSM or the Punchdrunk operation as a whole
- To be familiar with and be personally responsible for acting within the Equal Opportunities and Health and Safety policies of Punchdrunk
- To actively participate in and support the talent development programme of Punchdrunk
- To provide the highest level of colleague care and service at all times whilst a member of the Punchdrunk team
- To advise, seek out and help implement improvements in the way we work
- To maintain a safe and tidy work environment at all times

### **PERSON SPECIFICATION:**

#### **ESSENTIAL EXPERIENCE**

- Ability to read and understand technical CAD drawings
- Excellent bench carpentry and scenic construction skills
- Understanding of planning and project management
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry
- Ability to lead a small dedicated production team
- Ability to work with and support all other departments
- Excellent organisational and time management skills
- An interest in working with young people and community members

- To be proactive about housekeeping in the workshop and on-site
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#### DESIRABLE SKILLS

- Computer literate on MS Office applications
- An interest in and enthusiasm for immersive theatre
- Good welding, metalwork and scenic engineering skills and knowledge
- Prop making skills
- A knowledge of scenic art processes
- First aid training
- Working at height and rope access training
- Specific knowledge of LOLER, PUWER and CDM regulations and their application to a theatre workshop environment

#### ENGAGEMENT TERMS

- Short-term and longer-term freelance opportunities available September 2021 until approximately February 2022
- £900 per 5 day week (pro rata)
- It is expected that the average weekly schedule will be along the lines of: Monday-Friday 8am - 5pm (with a lunch break)
- Location: Punchdrunk offices in London
- Due to the nature of this work, hours will be mostly week days with evening or weekend work required according to the needs of the project

NOTES TO APPLICANTS If you are called for an Interview you will be required to sign a Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to second interview, prior to making an offer.

Please submit your application by email, with the subject "Lead Carpenter" to [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com) by 08/08/21. Shortlisted candidates will be notified by 12/08/21.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

