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| **Job Title** | Junior Designer and Scenic Artist (fixed term contract) |
| **Reports to** | Director of Drama (dotted line to the Head of Production) |

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| **Job Purpose** |
| The Junior Designer and Scenic Artist works alongside the team of theatre professionals to provide at least 10 productions within the academic year as part of a fully programmed season. The Junior Designer and Scenic Artist will work particularly closely with the Designer and Scenic Artist on each production to collaboratively realise the designs for the show and the scenic artistry.  All members of the department work on all productions. This role is key in effectively delivering the artistic and creative teams’ vision to the stage. It entails detailed collaboration with Directors, colleagues and students, working on a wide range of plays and styles, in a variety of performance spaces. The ability to remain calm and focused under pressure, to meet deadlines and have flair and a creative approach to design is essential. |

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| **Key Tasks and Responsibilities** |
| * Assisting the Designer: * With designing, painting, making and dressing sets for productions in the Main House Theatre, Caccia Studio, The Empty Space and other spaces across the school; * By advising on the design of sets and props for productions in other College venues including but not limited to Independent plays and curricular drama productions; * With supervising students working in the Farrer Theatre, Empty Space and Caccia Studio and other College venues used for performance; * By motivating, guiding and working with students on the stage management of shows; * With production design advice for directors. * Maintaining and encouraging good housekeeping practices throughout the theatres along with the rest of the creative team; * Assisting with fit-ups and get outs as part of the theatre team; * Supporting the Head of Theatre Studies in a design capacity in the delivery of the academic programme; * Taking the role of lead Designer on 2 to 3 productions, under the guidance of a more experienced Designer and Scenic Artist. During these productions, key tasks and responsibilities will include: * Working with the Director of Drama and Head of Production on the practicalities of construction before finalising a design; * Identifying any extra support required to build a set and working with the Head of Production and Director of Drama to source that support; * Operating within the constructional, budgetary and health and safety constraints of the Theatre as set by Director of Drama and/or Head of Production; * Providing detailed specifications, scaled ground plans, models and working drawings as required; * Sourcing materials, props and furniture; * Meeting production deadlines; * Offering production design advice for Directors. * In relation to safeguarding: * Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times; * Good understanding and effective implementation of Child Protection procedures; * Commitment and promotion of equality, diversity & inclusion; * All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential; * Commitment to safeguarding and promoting the welfare of students, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood; * Understand and comply with procedures and legislation relating to confidentiality. * In relation to Health & Safety: * Maintain the highest levels of health and safety standards, and act as a role model for the students in matters of safety; * Keep abreast of current Health and Safety legislation; * Take responsibility for the safe disposal of all waste generated by the costume & make-up areas; * As a member of the Eton Drama team: * Attend daily check ins and weekly meetings with the theatre team and harness a creative environment that is supportive and collegiate; * Ensure a warm welcome to all collaborators and users of the theatre; * Support the smooth running of all projects by sharing information with all colleagues, so that all staff involved have all the information they need to perform their duties effectively; * Help student teams focus on specific tasks, help coordinate effort and motivation of all team members, clarifying requirements as and when required; * Undertake any other reasonable task as requested by the Director of Drama/Head of Production to ensure the effective running of the theatre. |

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| **Skills and Competencies Required** |
| To be successful in this role, you will need to be able to demonstrate the following:   * A good training qualification in a relevant subject (and/or equivalent professional training); * Ability to follow the brief set by the Designer and Scenic Artist; * Traditional fine arts skills of sketching, rendering, and painting. Also, ideally be well versed in techniques such as marbling, ragging, and wood graining and texturing, and should have a good understanding of art history, period styles, motifs and architecture; * Experience of designing and painting sets and props. If you also have experience of prop and furniture sourcing and providing design advice then this would be particularly advantageous; * A working knowledge and experience of design-related software is desirable; * Experience of making sets. * Good IT skills, with Auto Cad or similar.   In addition to your experience, you may enjoy this role if you possess:   * A desire to gain more experience in the profession; * Excellent verbal communication skills and presentation skills; * Desire to share information with the whole team; * Good written communication skills; * Strong planning and organisational skills; * Excellent time management skills with the ability to work well under pressure and to deadlines; * Creativity and resourcefulness in problem solving; * The ability to change ideas into a three-dimensional design; * A commitment to continued professional development; * The ability to work collaboratively as part of a team; * A commitment to Equality and Diversity * The ability to work evenings and weekends as required according to the level of activities in Theatres and the School programme; * An imaginative, enthusiastic and adaptable approach with high levels of efficiency. |

**Working Pattern**

This role is predominantly term time plus three days at the start of each term, typically working an average of 48 hours per week. The core working hours will be from 9am to 6:30pm, Monday to Friday, with an hour unpaid for lunch each day. The remaining 5.5 hours each week will be worked during evenings and weekends, or by mutual agreement with the Director of Drama, to complete preparatory work from home. For example:

* Saturday mornings 09.00-13.00 or 14.00 – 19.00 may be worked if production work is required leading up to and/or during productions;
* Sunday afternoons and evenings will be required when there are technical and dress rehearsals;
* There will be approximately 8 x full and 7 x half weekends per year that the post holder will be required to work as determined by the production schedule. These will be made up by the additional 5.5 hours to be worked each week.

The exact days and hours of the working week will be by mutual agreement with the Head of Production as the working hours are not fixed and can vary according to the level of the activities in the Theatre and the school programme.

In addition to the above it is assumed that about 274 hours will be worked in the school holidays or in the evenings in term time. A typical breakdown of when these hours will be worked might be as follows:

* *4 days @ 8hrs each in the Christmas holidays.         32 hrs*
* *3 days @ 8 hrs each in the Easter holidays                24 hrs*
* *4 days @ 8 hrs each in the Summer holidays            32 hrs*
* *Production Housekeeping                                             14 hrs*
* *Farrer Theatre & Caccia Studio Get-Outs                   28 hrs*
* *Production Rehearsals. Mostly evenings.                  144 hrs*

On top of the above working weeks, the post holder is entitled to 5.6 weeks paid holiday. They are required to take their annual leave during non-term periods, excluding the three days before the start of each term. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day’s holiday in lieu. The remainder of the school holiday constitutes unpaid holiday.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.