



## Job Description

**Job Title: Design Realisation Assistant**  
**Department: Production Arts**  
**Grade: C**  
**Location: Guildhall School of Music & Drama**  
**Responsible to: Head of Design Realisation**  
**Responsible for: n/s**

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

## Purpose of Post

## Main Duties & Responsibilities

1. To assist the Design Realisation Lecturers in the preparation of workshop spaces and materials and to supervise their use for teaching exercises and production activity.
2. To assist in the construction and painting of props and scenery.
3. To attain a working knowledge of equipment, and machinery and to ensure that routine cleaning, maintenance and improvement work is undertaken on a regular basis.
4. To maintain stock of consumables and supplies.
5. To ensure safety and good housekeeping by keeping the workshop areas clean and tidy.
6. To supervise and provide practical instruction to Technical Theatre students as required including demonstrating techniques.



7. To monitor, and where appropriate provide documented and verbal feedback on the work of students at all levels of the Technical Theatre Arts programme. This feedback may be shown to the students.
8. To attain a working knowledge of City of London purchasing systems and raise orders for the Design Realisation Pathway.
9. To comply with and enforce policies for ensuring safe working and to assist with risk assessments if necessary ensuring compliance with relevant Health and Safety legislation.
10. To work with students from other GSMD programmes as appropriate and especially where their learning interfaces with that of Technical Theatre students.
11. To work with other Guildhall team members, to ensure students have the best possible experience.
12. To ensure that the highest standards of professional behaviour, co-operation and good housekeeping are maintained in the department, including those laid down in the Corporation of London Policies and Procedures in the Staff Handbook, acting as a role model for the students in these standards.
13. To maintain good relationships with outside suppliers, organisations, contractors, licensing authorities and the Corporation of London, with a knowledge of their procedures.
14. To provide support for the Summer School Lecturers.
15. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. To undertake any other duties that may reasonably be requested appropriate to the grade
18. [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action



## Person Specification

**Job Title:** Design Realisation Assistant

**Department:** Production Arts

**Grade:** C

**Trent Position number:** 19E0036/003

**DBS Criterion:** N/A

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

### Professional Qualifications / Relevant Education & Training

1. Degree level or relevant technical qualification (A)
2. Specific and practical knowledge of COSHH and PUWER (A,I)
3. Knowledge of current Health & Safety legislation, and its compliance in the operation of a public building. (A,I)
4. Full clean driving licence (A,I)

### Experience Required

1. Professional experience in at least one area of Design Realisation (Scenic Art, Scenic Construction and Prop making.) (A,I)
2. Experience of working in a producing theatre, film or TV (A,I)
3. Experience of first line maintenance of workshop equipment (A,I)
4. Able to communicate effectively both verbally and in writing (A,I)
5. Able to develop and sustain relationships with colleagues and students (A,I)
6. Able to work with and inspire young people (A,I)
7. Experience of working in a HE environment (A,I)

## Technical Skills & Knowledge

1. Ability to interpret technical drawings and scale models (A,I)
2. Ability to use AutoCAD / Vectorworks and Photoshop (A,I)
3. Experience of working in a HE environment (A,I)
4. Experience of driving a transit sized van (A,I)
5. Experience of CNC machines, laser cutters and 3D printers. (A,I)

## Other Relevant Information

1. Working hours involve some evenings and weekend work, sometimes at very short notice.

You will be required to bring your portfolio to a job interview.

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Contract**

The position is offered on a permanent basis.

### **Salary**

The salary range for this job is £36,900 – £40,850 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any



queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.



## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.