



Prop Workshop Manager Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Prop Workshop Manager

To facilitate the safe and efficient production, manufacture and refurbishment of props for all ENO and ENO Engage productions, ensuring that the very highest standards are maintained at all times.

To work with the Head of Props, Props Supervisors and visiting designers to support the artistic vision of all productions.

Reports to:

Head of Props

Salary

£50,265.44 per annum

Holiday Entitlement

25 days plus 8 bank holidays

Location

Trinity Buoy Wharf

Hours

44 hours per week (some shift patterns may include evenings, weekends and public holidays depending on show scheduling).

To Apply

Please send a CV and cover letter detailing your interest and suitability for the role to workwithus@eno.org. Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

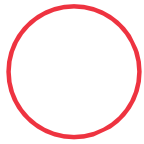
Application Deadline

Midday Monday 10th March
2025

Interviews

TBC

ENO Prop Workshop Manager



Key Accountabilities

- Manage the day to day running of the prop workshop, ensuring that systems and procedures are in place for safety and efficiency, including the general discipline and welfare of the workshop staff.
- Liaise with the Head of Props and Prop Supervisors advising of estimated costs and timescales for projects
- Ensure the most efficient and cost effective methods are used in production, and advise Prop Supervisors in a timely manner, of any deviation or anticipated changes from the estimated manufacturing costs, before they occur.
- Liaise with the Prop Supervisors regarding the provision of Prop Makers to cover fit ups and technical rehearsals.
- Look ahead at the workload and the Advanced Technical Schedule, to decide, in conjunction with the Prop Supervisor and Head of Props where weekend work may be necessary, and staff appropriately according to available hours.
- Gather together all relevant information, drawings and materials for projects before the commencement of their manufacture.
- Match and recruit suitable freelance Makers to each project, creating a schedule for them, outlining expectations whilst taking into account the available timescale.
- Monitor, in collaboration with the Head of Props, the quality of work produced and ensure staffing levels are appropriate.
- Provide the Apprentice Prop Maker with suitable projects and ensure they cover the required elements of their post.
- Actively participate in the manufacture, refurbishment and repair of props, where necessary.
- Undertake the day to day management of administrative systems for the workshop, including; invoicing, timesheets, holiday requests, attendance, absence, lateness, sickness, accident/incident, purchase order, credit card, petty cash and show spending records.
- Arrange transport as required.
- Carry out duties as required at the Prop Workshop, London Coliseum and other venues used by ENO in the UK and overseas, as necessary.
- Undertake any professional development and work related training as deemed necessary by your manager.
- Be aware of, and keep up to date with current and emerging developments in props techniques and equipment.
- Ensure all new shows, to be kept in the live rep, are crated and that the crate numbers, sizes, contents etc. are recorded in the on line packing lists.
- Maintain the Trinity Buoy Wharf small dead prop store, ensuring accessibility and efficiency, in conjunction with the Prop Buyer.
- Keep a good stock of workshop materials and equipment, ensuring machinery and power tools are regularly serviced and maintained.
- Raise building and maintenance issues with the relevant personnel.
- Deliver good housekeeping control.
- Attend meetings and provide reports as required.
- Undertake the risk assessment of all work activity within the workshop and ensure that it is adhered to.
- Participate in the defining of Health and Safety procedures, producing relevant documentation as necessary.
- Monitor the provision of a safe working environment, adhering to the Company's Health and Safety policy, including all COSHH regulations.
- Develop and write Health and Safety Management Systems for the Props Workshop in collaboration with the Head of Props and Director of Risk.
- Work with the Head of Props to ensure the Health and Safety Management Plan for the department is managed and milestones are met.
- Ensure that all staff, freelance makers and those on workplace attachment are inducted with the relevant knowledge and training for the use of equipment and materials found within the prop workshop, in accordance with the HSE. Keep records of all training.
- Ensure that all staff working within the prop workshop have read the ENO Code of Conduct.
- Endeavour to minimize the department's environmental impact, actively promoting and encouraging sustainability wherever possible.



Personal Specification

Essential Attributes

- Management experience in a prop making environment.
- Proven ability to recruit staff and manage personnel budgets for a freelance workshop.
- An excellent knowledge of making skills and methods in all areas of prop construction.
- The ability to guide others in all prop making techniques.
- The ability to work from scale drawings, sketches, model pieces, reference pictures and verbal descriptions.
- Proven experience of preparing estimates and budgeting for the making of props.
- An extensive knowledge of styles and periods.
- Excellent organizational, motivational and communication skills.
- An understanding of and sensitivity to other departments and their relationship to the Prop Department.
- The ability to interact with designers and realise their ideas in a practical form.
- A knowledge of prop workshop machinery and hand tools, their maintenance and safe use.
- A knowledge of Health and Safety legislation and practice and of COSHH applied in a prop making workshop.
- Computer literacy.

Desirable attributes:

- Hold an IOSH Managing Safely Certificate (or equivalent).
- Experience in a repertory environment

Additional information

Confidentiality

- All information concerning staff, patrons, productions and other ENO business the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorized person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with ENO's disciplinary procedure and may lead to dismissal.

Data protection

- Computer data should only be accessed if this has been authorized and is necessary as part of the post holder's work. Unauthorised access to computer data or helping others to access such data will result in disciplinary action being taken in accordance with ENO's disciplinary procedure and may lead to dismissal.
- The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act 1990

Health and Safety

- The post holder has personal responsibility for safety as outlined in the safety policy and the Health and Safety at Work Act 1974.

Equal opportunities

- The post holder will be required to abide by ENO's policies on Equal Opportunities.

Code of Conduct

- The post holder will be required to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder’s work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO’s policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO’s Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



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