

**Job Title:** Senior Set Construction Technician  
**Department:** Construction, Technical Services  
**Based:** Hartlebury  
**Reporting to:** Construction Manager

### REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

### PURPOSE

The construction of standard and bespoke stage sets and exhibition stands. To liaise and work closely with Head Carpenter and Production Managers to ensure that their requirements are met to a high level of service.

### PRINCIPAL DUTIES

- Construction of custom and stock designs from detailed plans
- Sourcing and advising on correct materials
- To assist in keeping the construction warehouse and outside areas clean and tidy
- Maintenance of all set components
- The preparation of sets including covering from a detailed set list
- To load and unload stage sets and staging in a safe and controlled manner
- Installation and de-rig of stage and sets on and off site in a safe manner
- To promote and comply with **drp's** policy on equal opportunities both in delivery of services and treatment of others
- To work within the guidelines set out in **drp's** Health & Safety policy and employee manual
- Will be expected to work flexibly and undertake other duties as the management may from time to time reasonably require

*This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

### ESSENTIAL CRITERIA

- Basic knowledge of the production process and resource/timescales needed to realise production requirements
- Excellent all round communication skills with good literary and numeracy
- Knowledge of Health and Safety
- Self-motivated and able to work under their own initiative, with an enthusiastic and flexible approach to their work
- Proven ability to deliver a high level of customer service to both internal and external customers.

- The ability to inspire confidence in those with whom they work
- Ability to read/interpret CAD drawings
- Flexible approach to working hours
- Resourcefulness and ability to problem-solve and troubleshoot
- Excellent eye for detail

## **CHARACTERISTICS**

A mature and confident manner, able to work calmly and effectively with a wide range of people. A flexible attitude and willingness to work as part of a team with an ability to handle several diverse projects at once and meet deadlines under pressure in a busy environment is essential.

## **DESIRABLE CRITERIA**

- Experience of similar programme of events including conferences and exhibitions
- Experience of using drawing packages
- Current driving licence
- Experience and qualifications in the safe use of tooling
- CNC Training / experience
- Forklift Truck Licence

## **EXPERIENCE**

- Must have at least 3 years' experience in a similar role

## **DATA SECURITY**

At all times, you must work within the guidelines set out in the **drp** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

## **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **drp's** Health & Safety Policy and Employee Manual.