

Citizens Theatre

Job Description

Role:	Deputy Head - Workshop
Responsible to:	Head of Workshop
Responsible for:	Freelance / Casual Workshop Staff
Key Relationships:	Production creatives, freelance and casual teams

Purpose of the Role:

The Deputy Head - Workshop supports the Head of Workshop in the construction and delivery of high-quality scenery for Citizens Theatre productions and projects. This role includes hands-on construction, team coordination, health and safety compliance, and supporting the smooth running of the workshop. The ideal candidate is a skilled craftsman with leadership experience and a collaborative, problem-solving approach.

Responsibilities:

- Assist in the realisation of scenic designs, ensuring builds are safe, robust and align with creative expectations
- To develop and agree construction methods and plans with the Head of Workshop, Head of Production and Creative team
- Undertake carpentry, metalwork, and other scenic construction as required
- Support the integration of automation, rigging, or special effects where relevant
- Assist the Head of Workshop in supervising a team of makers, apprentices, and freelance staff
- Delegate tasks efficiently and ensure a safe and productive working environment
- Take a leading role in the workshop in the absence of the Head of Workshop
- Ensure safe working practices in compliance with Citizens Theatre policies and legal requirements
- Contribute to the development and enforcement of risk assessments and workshop protocols
- Attend production meetings and design presentations as required
- Liaise with other departments (e.g., Stage, Lighting, Costume) to ensure smooth integration of all production elements
- Support scheduling, procurement, and material planning to meet build deadlines and budgets
- Support the maintenance of workshop equipment, machinery, and tools
- Monitor and manage materials stock levels and advise on purchases

Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following six years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff

will be required to show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

Person Specification:

Essential

- Extensive experience in scenic construction within a professional theatre or similar environment
- Excellent skills in carpentry and/or metal fabrication
- Strong knowledge of workshop health and safety, including use of machinery and tools
- Ability to read and interpret technical drawings and design plans
- Good organisational and time management skills
- Positive team player with a proactive and flexible approach
- Comfortable working to tight deadlines in a fast-paced environment

Desirable

- Experience supervising a team or leading projects in a workshop setting
- Training in manual handling, first aid, or operation of lifting equipment
- Experience working on touring productions or external builds
- Proficiency in CAD software (e.g. AutoCAD or Vectorworks) or digital fabrication tools (e.g. CNC, laser cutters)
- Knowledge of current CDM regulations

Terms & Conditions

Salary:	£31,830 FTE
Hours:	Annualised hours averaging 42 hours per week over the year, in accordance with the Citizens Theatre House Agreement, including regular evenings and weekends, and occasional overnights as required
Overtime:	No overtime payments are available. The Citizens Theatre operates a House Agreement agreed with staff through a collective bargaining process.
Holiday:	29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years
Pension:	Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 6 weeks thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS

Benefits:

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description, but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

Deadline for applications:	Thursday 03 July 2025, 12pm
First Interview:	Friday 11 July 2025 (may be subject to change, in person)
Second Interview:	TBC (may be subject to change, in person)

Preferred start date:	Immediate, but can be flexible
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All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.