



Assistant Project Manager

Job Description

Reports to:	Head of Project Development
Responsible for:	N/A
Salary:	£26,000 per annum; pro rata
Contract:	Permanent, Annualised Hours equivalent to 24 hours per week minimum
Benefits:	28 days annual leave (inclusive of Bank Holidays); contributory pension

Inclusion and Diversity

We are committed to cultivating a culture of inclusion at TRP with a workforce, participants and audiences that reflect the diversity of the communities we serve.

The collective power of each team member's life experiences, knowledge, innovation, self-expression and talent creates the very best environment for us to achieve our ambitions and lead the sector.

In recruiting for our team we recognise the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

The Role

The Assistant Project Manager sits in a small team of designers and draughtspeople that form the Project Development Department. The successful applicant may also work closely with the workshop construction team.

The post holder will be an integral member of the team whose work will help us in our day-to-day project delivery. This in turn will allow us to engage effectively with our clients and their creative teams and ensure we retain, and grow, our reputation throughout the creative industries.

The role will be based at TR2 and is responsible for helping us deliver elements of all our Design and Construction Projects, and will occasionally mean attending meetings away from Plymouth.

This is a development role and includes a 3-year personal development plan.

Principal responsibilities

- Support and assist the Head of Project Development to plan and cost the design of construction, painting and finishing for all of the projects that we are involved with here at TR2.
 - Contribute to conversations to help adopt appropriate construction methods and build methodology.
 - Effectively communicate project-related information from the Head of Project Development to the wider team and when appropriate to our clients and their creative teams. Help suitable material selection when designing. Produce detailed costing information for scenic elements using Excel.
 - Assist in bringing together information for our reviews of operating costs against the and original Design brief that we undertake to achieve efficiencies and maximise profits for all our projects.
 - Assist work with clients, designers, subcontractors and freelancers as directed by the Head of Project Development. Work closely with workshop staff to facilitate the successful delivery of scenery.
 - Disseminate information and celebrate our achievements of all that we do through a broad range of channels to a wide array of people as and when appropriate.
 - Report back all project relevant and related information to your project line manager
 - Work closely with your line manager to achieve the department's goals.
 - Take responsibility for health and safety regulations. ensuring compliance when necessary.
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Sustainable Design & Project Coordination and Implementation

Everyone has a role to play in moving forwards with sustainability.

Gather and include information within their costings that reflects our sustainable design approach and contribute to our ever-evolving sustainability strategy.

On occasion, gather information from specialists such as structural engineers and feed this information back into your work and the team.

Continuous Forecasting

Assist in the continuous monitoring of projects, contributing to discussions involving design and budget allocation with other team members to help mitigate risks to the project.

Reporting to Head of Project Development on required project resources.

Budget and Costing

Collect and collate information from design drawing and from other various contributions made by other members of the team and/or the client's brief.

Assist in the creation of quotations for client's approval and contribute to conversations involving the creation of construction designs and methods and material choices

Cost for specific items highlighted within design brief.

Build and maintain awareness of a wide range of materials that appear in projects and when it is appropriate to use them.

Work with designers and our team producing information to implement their design as closely as possible within the existing budgetary constraints.

Keeping every Team Member informed

Work with the team to produce information for the construction of items for all of our projects.

Advise the wider team of any changes that might occur and may impact on the project.

Be immersed in our project activities and involved in communicating of information flow you will be well-placed to help keep everyone informed of a project's ebb and flow. This in turn will help the Head of Project Development make informed and timely project-related decisions.

Work collaboratively with teams and colleagues across the organisation to support and deliver activity to represent TR2, Theatre Royal Plymouth's production and learning centre, in a positive and professional manner at all times.

Project Delivery

Undertake all work as directed the Head of Project Development.

Build and maintain awareness of up-to-date materials and construction methods, adding this information to our existing archives and adjusting this archive when necessary.

Develop your work practice in response to developments in technology that are relevant to how we work as a team and be able to integrate these different ways of working into our day-to-day tasks.

The Role & You

We want you to progress in the work and develop your role with us. We will agree a development programme which fits with your needs and ambitions as soon as you have settled into the role and understand the nature of the collaboration we encourage.

Also, on a project-to-project basis as we continue to diversify beyond theatre scenery, exciting opportunities to work in exhibition and site-specific art installations are developing, which may offer a developmental opportunity along with a small opportunity for design input from the post holder.

Person specification

We are committed to our core values of quality, diversity, creativity, and collaboration. Everyone who works here, no matter what their function in the team, is expected to deliver their job and work with colleagues bearing these values in mind.

Being imaginative in everything we do, we use our knowledge, experience, and judgment to explore doing things differently.

In addition, for this role, we hope to find someone with the following attributes:

<p>Quality:</p> <p>Taking pride in achieving excellence. We take responsibility for and pride in what we do, recognising each other’s good work. We set consistently high expectations and ensure that everyone has the skills to achieve excellence.</p>	<p>Collaboration:</p> <p>Valuing each other in the way we work, communicate, and spend time together: We communicate regularly with each other, listening and understanding people’s needs. We value and respect the relationships we have with colleagues and partners and we celebrate shared successes.</p>
<ul style="list-style-type: none"> • Able to effectively manage your own time and work to project deadlines. • Willingness to engage in learning new skills. • A basic understanding of mechanical engineering automation and control systems. • A basic understanding and knowledge of a broad number of construction materials • A good working understanding of Microsoft Excel and Word. • Basic skills in Photoshop and various CAD software may be beneficial but not essential. • A background in scenic construction or prop making would be desirable but not essential. 	<ul style="list-style-type: none"> • Strong visual communication skills. • Able to communicate effectively in writing and verbally with a range of internal and external contacts. • Able to work collaboratively within a design team and to have the ability to work under your own initiative. • The ability to effectively communicate design concepts to others. • The ability to communicate technical construction information clearly to members of the construction team and external sub-contractors through various forms of information.

<p>Creativity:</p> <p>Being imaginative in everything we do: We use our knowledge, experience, and judgement to explore doing things differently. We aim to empower everyone in the organisation to adopt a flexible, open-minded, and imaginative approach.</p>	<p>Diversity:</p> <p>Embracing the diversity among our people and community: We embrace and value difference and individuality treating everyone as equally important. Together we are stronger and more effective.</p>
<ul style="list-style-type: none"> • To embrace challenges that require creative and innovative problem solving • Ability to work effectively under pressure, handling multiple projects to differing deadlines. • To creatively articulate your design rationale. • Develop your skills through a continuing process of critical analysis. 	<ul style="list-style-type: none"> • Demonstrable experience of building successful relationships with a wide variety of colleagues from senior staff to freelancers and with external stakeholders. • Substantial and demonstrable experience of communicating visually to a range of audiences. • Experience of working closely within the creative arts locally, regionally, or nationally. • A professional attitude with ability to be adapt your communication style to a diverse audience.