



2023/28 PLANNING  
**A THEATRE FOR  
EVERYONE**  
REGISTERED CHARITY  
1170429

### **Set Construction / Builder (The McGrigor Hall Season) Job Description**

**Reporting to:** Production Manager (MGH)  
**Responsible for:** None

Frinton Summer Theatre ([frintonsummertheatre.org](http://frintonsummertheatre.org)) is looking for an experienced and enthusiastic Set Builder/Construction to assist our production department in our busy summer repertory Theatre. This person will be responsible for all aspects of the build – supporting the production manager and designers.

#### **How to Apply**

This pack contains the job description and person specification for the position of Set Builder/Construction at Frinton Summer Theatre.

To apply for the post please send your CV and covering letter to:  
Emma Filby: [emma@frintonsummertheatre.org](mailto:emma@frintonsummertheatre.org)  
Please state *Production Manager Application* in the subject line.

**Deadline** for applications is **5:00pm on Monday 15<sup>th</sup> May 2023**

**Interviews date TBC**



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### **Background**

#### **“A jewel in the necklace of shows” – Ian McKellen**

Frinton Summer Theatre is the longest running professional summer repertory theatre in the UK. In 2021 it celebrated its 80<sup>th</sup> Summer Season. The theatre was registered as a charitable trust in 2016 with a Board of Trustees accountable for the provision of a summer season each year.

Each year the theatre transforms the McGrigor Hall into a professional theatre. The hall hosts 6-7 productions back-to-back.

Each Wednesday a new cast arrives, rehearses for 10 days, runs a tech and dress over 2 days and opens a new play every Tuesday night. Each play runs for one week (6-7 performances), in which time our crew changes over the set ready for the next show the following week.

Alongside our season at the McGrigor hall we also hold a number of events at the lawn tennis club during the season – AND a large-scale professional musical on the greensward inside a big top tent.

Our Artistic Director/Producer, Clive Brill is an independent producer outside of Frinton. Working for the BBC he has produced many TV and Radio productions as well as The Arkangel: Complete Works of Shakespeare. He also produces theatre under Brill Productions Limited, most recently producing the world premiere of ‘Ghosts of the Titanic’ at Park Theatre London and “David Copperfield” at The Riverside Studios.

Clive works alongside our Co-Producer, Emma Filby, who is responsible for the overall management of the operational, marketing and administration of the theatre.

The job is fast, furious and a lot of fun but requires vision and commitment.

### **Purpose of role:**

To work alongside the rest of the production crew to assist in the making of sets, props and furniture of a high standard for Frinton Summer Theatre productions.

## **Main Duties and Responsibilities**

### **Set Construction/ Builder**

- Assist in the making of sets, floors, furniture and other scenic items for FST as required.
- Assisting in the disposal of sets as required.
- To be present at get-ins, assist with fit-ups and set strikes
- To assist with the safe, efficient use, operation and maintenance of workshop equipment, storage of materials, tools and chemicals in association with other workshop staff.
- Running maintenance of sets and furniture for shows in performance.
- To work with the Production Manager and Designers to ensure a thorough understanding of the making requirements of individual items and their safe use.
- Assist with the maintenance and storage of the theatre's stock scenery, furniture, etc;
- To adhere to FST's health and safety policies, workshop risk assessments and best industry practices.
- To abide by company policies and procedures.
- To attend training as required.
- Any other duties as may reasonably be required by the Production Manager.

### **Person Specification:**

#### Essential:

- Demonstrable experience of working with wood and carpentry
- Ability to use (without supervision) powered and hand tools.
- Ability to work as part of a team.
- Ability to work under their own initiative.
- Ability to take instruction.
- Able to construct timber objects from technical drawings.
- Experience of constructing sets for theatre

#### Desirable:

- First Aid qualification – Can be supplied by our training provider.
- Ability and confidence to drive the production van. Full driving license.
- Fire evacuation training - Can be supplied by our training provider.
- Experience of metal working
- Manual Handling and safety at work certification - Can be supplied by our training provider.
- An interest in theatre and the performing arts

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### **Terms**

Hours:	FTE During Summer Season (6 days a week)
Project Fee:	£3,672 for the engagement - equating to 8 weeks at £459 (Equity House agreement).
Contract type:	Contract / Freelance (the candidate is responsible for their own tax and NI contributions)
Induction:	Full induction and training provided.
Accommodation:	Accommodation provided by theatre. Hosted accommodation in Frinton on Sea. No Subs.
Travel:	Return travel included to and from Frinton at beginning and end of the contract. A van and fuel allowance will be included whilst at Frinton – authorized use with Production Manager.