



Job Description

Senior Automation Engineer

JOB TITLE: Senior Automation Engineer

REPORTING TO: Head of Automation

BASE: Stratford-upon-Avon

<u>PURPOSE:</u>	To service the RSC Automation Department with a comprehensive electrical engineering resource and help to develop appropriate policies and structures for the use of equipment in all RSC venues.
-----------------	---

Automation is defined as the control of scenic elements which are remotely operated, whether by electric winches or motors, hydraulic rams or motors, pneumatic rams or actuators. Control of these elements includes the care and maintenance of all control consoles, drives and drive racks, emergency stop systems and associated cabling and peripherals, as well as the use of this equipment to programme shows for performance. Additionally included is the day-to-day first-line maintenance of all equipment under the automation department responsibility, in liaison with the Senior Staff of relevant departments.

KEY RESPONSIBILITIES:

Technical

- To design and build bespoke control equipment to integrate with new and existing automation equipment, as required
- To liaise with members of other production and technical departments concerning automation requirements, progressing from design stage to completion of various required elements ensuring that costs and other technical implications are communicated to all relevant departments
- To ensure that RSC automation equipment is correctly supplied, installed and operated in accordance with the current EU Machinery Directive and other relevant legislation.
- To participate in and contribute to the establishment of excellent standards for programming and show transfer of all RSC productions and projects
- To participate, and when nominated take the lead Automation role, in the smooth running of get-ins, fitting, installing, commissioning, programming, rehearsals, performances, changeovers and get-outs
- To respond to and co-operate with the needs of the Company and Stage Management to enable a positive and supportive solution to relevant problems
- To assist in the effective day-to-day running of the Automation Department, helping to ensure that the highest possible standards are maintained within budgetary and technical constraints
- To manage and administer a programme of planned preventative maintenance and monitoring, including first line fault-finding and repair and to assist with broader maintenance issues
- To assist in ensuring that all RSC policies are followed in terms of record keeping, testing and operating any equipment covered by this Job Description
- To contribute to the upkeep and archiving of such records as are mandatory to comply with regulatory bodies and insurance companies



Job Description

Senior Automation Engineer

- To support the set-up of productions transferring to other venues after their original runs on a show-by-show basis
- To help ensure that a suitable programme of training is in place, the content of which is standardised within the department, and between departments
- To establish a relationship with suppliers of equipment, in order to facilitate the needs of the RSC at home or away.

Leadership

- To establish a close working relationship with the Head of Automation, other Senior Automation Staff, Senior Managers, Production Managers, Senior Technicians and other staff, and understand the parameters of departmental responsibility
- To set and show by example high standards of professional conduct and behaviour
- To demonstrate and progress high standards of craft skills and technical competence
- To advise on appropriate training needs for the development of yourself and the department
- To assist in planning and managing the recruitment of contractors or casual staff where this is agreed to be necessary and as assigned by the Head of Automation
- To help maintain good housekeeping within the Automation areas.

Departmental and Financial

- To work with Stage Operations, Manufacturing and any other relevant department in the most economic manner and within agreed budgetary limits
- To assist the Head of Automation and other senior managers in setting production and department budgets
- To make recommendations for the correct staffing levels for performance and running of repertoires/tours/residencies as required
- To assist, in collaboration with the relevant operational supervisors and line managers, in scheduling automation staff and contractors
- To manage adequate stock levels of tools, consumables and maintenance equipment for the requirements of the Automation Department
- To ensure that repairs and replacements are undertaken in an efficient and cost effective manner with the least disruption to the stage schedules.

Health and Safety

- To maintain an awareness of current Health and Safety legislation and other legal requirements affecting the area of responsibility and to ensure that all work is carried out in keeping with RSC policy and procedures
- To assist in the implementation and maintenance of effective Health and Safety controls and Safe Systems of Work and to help ensure safe and reliable operation of all automation equipment within current Health and Safety practices
- To help ensure that proper Working at Height procedures and practices are followed.
- To work on the continual update and implementation of Safe Systems of Work, Risk Assessments and Method Statements pertaining to production and automation work for RSC venues as well as touring and international venues
- To ensure, in conjunction with the Head of Automation, that staff are fully capable of carrying out work under relevant legislation and that they are competent to do so.



Job Description

Senior Automation Engineer

General

- To work in a co-operative and collaborative manner with all staff both inside and outside production areas
- To keep the Head of Automation fully informed of issues relating to areas of responsibility.
- To attend production, planning and other meetings and notes sessions as required, respond to show reports, acting as a representative for the Automation department and assuming responsibility for the automation systems
- To work in other venues in the UK as may be required by the needs of the RSC, and from time to time outside the UK. All out of pocket expenses will be paid in line with current the RSC Expenses Policy.

This list of responsibilities is not exhaustive. There may be duties outside this specification which you will be asked to perform deemed operationally required, at the discretion of the Line Manager.



Person specification

Senior Automation Engineer

ESSENTIAL ATTRIBUTES:

- A good knowledge of the specification, setting up and operation of electrical and electronic control systems both as stand-alone and for integration into existing systems. Examples could include programmable logic control based projects, auxiliary I/O and safety circuits
- Ability to assess, specify and source, electrical, electronic and electro-mechanical equipment as best fits individual project requirements
- A good knowledge and understanding of industry standard electrical and electronic control systems, as used in theatrical automation applications
- The ability to fault find and rectify problems in electrical and electronic control systems.
- Conversant with BS7671:I.E.E. wiring regulations, 17th edition
- Ability to read, edit and create electrical drawings and circuit diagrams
- A good knowledge and awareness of Health and Safety legislation and procedures and its implications both on work colleagues and within the stage environment
- The ability to work on one's own initiative and within a team
- Excellent communication and organisational skills
- The ability to read and interpret technical drawings
- A flexible and adaptable approach.

DESIRABLE ATTRIBUTES:

- Good IT skills using Microsoft Office and CAD drawing packages (AutoCAD, Vectorworks, MicroStation, etc.)
- A good knowledge and understanding of theatre staging, stage engineering, rigging, slinging and flying
- Knowledge or experience of stage related hydraulic and pneumatic systems and other forms of stage machinery
- The ability to fault-find and rectify problems on mechanical systems within a theatre environment
- To have previous experience of, or be comfortable with, working at height
- Previous knowledge of, or participation in, Planned Preventative Maintenance procedures in automation systems.

FURTHER INFORMATION:

Based in Stratford-upon-Avon, this post is part of the Automation Department and part of changes to the RSC production and stage staff structure.

SALARY: £36,367per annum

This contract will be offered as a buyout of hours worked, in conjunction with the RSC's Working Time Policy.



Person specification

Senior Automation Engineer

RETURN APPLICATIONS:

VIA EMAIL TO:
VIA POST TO:

jobs@rsc.org.uk
Human Resources
Royal Shakespeare Company
The Courtyard Theatre
Southern Lane
Stratford-upon-Avon
Warwickshire
CV37 6BB

CLOSING DATE FOR RECEIPT
OF APPLICATIONS:

19 February 2010

Please note that the RSC is unable to reimburse interview expenses.

We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.

The Royal Shakespeare Company (no. 212481) is a publicly funded registered charity.