Job description

Universal Creations is looking for a workshop manager to join our team and manage the day to day activities within the workshop as well as being involved in projects from enquiry through to delivery. This is a busy and hands on role.

**As a Workshop Manager, you will be responsible for;**

* Managing a small but growing team of freelancers and permanent staff
* Overseeing the day to day activity within the workshop, responsible for all aspects of its upkeep and development
* Ensure that the workshop is kept clean and organised, introducing new systems where needed
* Setting and maintaining an extremely high standard of work with a keen eye for detail
* Oversee the management of workshop storage and deliveries
* Working closely with the director and project managers to understand a client's brief
* Overseeing and assist in the fabrication and construction of a wide range of items from props/ set dressings, displays and builds/sets
* Managing the workshop team and appropriately allocating space and resources, managing workshop workflow and efficiency
* Accurately work from and interpret detailed drawings
* Oversee safe operation and maintenance of all tools and machinery
* Operate and maintain in good working order manual and bench power tools

**Financial Responsibilities;**

To work with the project managers to put together budgets and specifications for jobs.

Operate and develop the workshop to meet agreed budgetary constraints and requirements.

**Health and Safety;**

* Ensure all necessary signage is in place and updated for the workshop
* Ensure all risk assessments are kept updated and drafted where necessary
* Maintaining tools and machinery to a safe standard and in line with current Health and Safety policy and COSHH standards
* In charge of first aid within the workshop; both administering first aid and keeping documentation up to date

**Workshop Maintenance;**

* Maintain an inventory of tools and equipment
* Replacement and repair of equipment where necessary
* Ordering of materials and consumables
* Manage waste systems
* Work with our administrator to book annual servicing of tools, plant and shutter doors

**The candidate**

**To be considered for this role we are looking for candidates that have:**

* Experience as a workshop manager. We are looking for candidate who can run workshops and oversee the operations within the workshop as well as provide client facing support.
* Minimum of three years’ experience using wood and metal working equipment and practical experience of fabrication processes, techniques, and emerging technologies
* Experience of managing people, motivating, and inspiring them to achieve their fullest potential.
* Strong IT skills are required and experience with AutoCAD, Sketchup & photoshop is desirable but not necessary
* Significant management skills with the ability to motivate, assess, plan, and organise resources
* Good interpersonal skills and experience in a public facing role, as part of this role will include aspects of business development and marketing as and when required.

Linked in

Hello! Fancy joining our team of talented artists and designers? We're hiring! If you like the idea of helping us to create Themed Visitor Attractions, Entertainment Resorts, and Experiential Leisure for industry leading Clients - then now's your chance to get in touch! We're looking for multi-skilled individuals, with a flair for bringing ideas to life - we're looking for: - Concept Artists - to help visualise upcoming attractions and ideas in Photoshop/Illustrator/Other digital packages - Sketchup Artists - to help bring our ideas to life in a more 3D way - Vectorworks Artists - to make great interiors and areas to show off our ideas - Graphic Designers - to work on an array of different Brands and IP's producing print-ready artwork, that will become part of the finished project. You can see some examples of our work at our website here [**https://lnkd.in/gZKrvRM**](https://lnkd.in/gZKrvRM) Please send links to Portfolios/Cv's to andywhitecreative@[**gmail.com**](http://gmail.com/) for us to review your work, and we will come back to you! Please feel free to share this link with anybody that you think may be interested in creating great attractions with us - THANKS!!