

Overview of Role

The supervising plasterer supervises the work of the plastering department on behalf of the head of department (HOD) plasterer. They liaise with the HOD to plan and organise the daily work of the plasterers, working to deadlines and prioritising tasks. The supervising plasterer is responsible for either overseeing the plaster shop or plastering of multiple stages or sets. They are the first point of contact for the plastering department for other departments, such as carpentry, set decorating, art department and props.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Interpret the brief and allocate work

- ☒ Liaise with the HOD to interpret the brief for the work to be carried out
- ☒ Break down drawings and confirm specific jobs to be completed
- ☒ Break down the production schedule to plan the timescales for required tasks
- ☒ Allocate work to the appropriate team members, for example, laying down models and moulds or general casting
- ☒ Monitor work to ensure jobs are running smoothly and casts are made on time
- ☒ Monitor multiple sets to ensure finished work meets production requirements and are fixed correctly

2. Supervise the stage / workshop area

- ☒ Delegate to the chargehand plasterer the stage and workshop set up requirements
- ☒ Inspect the workshop on and by the set, ensuring that required tools and equipment are ready and available for easy use, and safety is maintained
- ☒ Agree procedures for checking and communicating information with colleagues, including accidents or emergencies, identifying obstructions and environmental considerations
- ☒ Oversee deliveries of materials, restocking when necessary to avoid disruption to works deadlines
- ☒ Oversee housekeeping duties, ensuring areas, especially external areas, are kept clean and tidy
- ☒ Liaise with the studio / location manager re the positioning of skips for waste management and recycling of materials
- ☒ Check and confirm the disposal procedures for hazardous waste and chemicals
- ☒ Confirm the stage is clear of any plastering materials or tools at the end of a set build and is ready to hand over to the shooting crew

3. Oversee the operation of specialist tools and equipment

- ☒ Identify specialist plastering tools and powered equipment for the work activity
- ☒ Complete pre-start inspections and performance checks, ensuring tools are operated following the manufacturer's instructions and safety regulations

- ☒ Liaise with the HOD to correct and deal with defects in tools and equipment
- ☒ Check action is taken to avoid accidents and damage to property and personnel
- ☒ Liaise with the practical electrician to ensure power tools and battery chargeable tools are PAT tested every 6-12 months to maintain electrical safety
- ☒ Check safe handling techniques for tools and powered equipment are being used
- ☒ Check ventilation requirements and use of personal protective equipment (PPE)
- ☒ Use personal protective equipment (PPE) as required in line with health and safety requirements

4. Supervise the work of the plastering department

- ☒ Establish communication channels for the plastering department
- ☒ Check that all members of the team understand the requirements and specific activities they are responsible for
- ☒ Monitor team performance to ensure that requirements are being met, bringing in extra members as required
- ☒ Provide individuals with the opportunity to contribute to their own personal development
- ☒ Devise a work plan to provide training for new members in the department
- ☒ Provide advice and guidance as appropriate to enable work to be completed
- ☒ Adapt and make decisions to work arrangements to suit production schedules and individual crew needs

5. Supervise the preparation of background plasterwork for a production

- ☒ Interpret the documentation requiring background plasterwork to be prepared and the work to be carried out
- ☒ Identify and plan the work with the HOD, checking and agree the sequence of work activity with other departments
- ☒ Act as first point of contact and deal with queries from other departments, for example, carpentry
- ☒ Work with the plasterers, marking out and checking surface levels
- ☒ Liaise with the chargehand plasterer to ensure preparations are complete
- ☒ Liaise with the chargehand plasterer to confirm the backgrounds are prepared and ready for the next stage of decoration

6. Supervise the production of complex plasterwork for a production

- ☒ Interpret the documentation to check if specialist equipment or materials are required for the work to be carried out
- ☒ Work with other departments to ensure the sets are created in the correct sequence and are completed safely
- ☒ Liaise with the chargehand plasterer to ensure the preparation work required has been carried out, is checked, and is in line with production designs
- ☒ Liaise with the chargehand plasterer to check and confirm that the finished work meets production requirements and is fixed correctly
- ☒ Check and confirm waste or hazardous chemicals are disposed of in accordance with regulations and the production sustainability policies and processes

7. Supervise health, safety and welfare for the department

- ☒ Work in compliance with health and safety legislation, regulations, and protocols at all times
- ☒ Ensure health and safety protocols are being followed, in particular, for crew working at height
- ☒ Agree action to address health and safety breaches or repeat offenders with the HOD plasterer or construction manager
- ☒ Ensure all plaster department crew dress appropriately and use required personal protective equipment (PPE)
- ☒ Familiarise self with latest versions of risk assessment method statements (RAMS)
- ☒ Identify and report any close calls, accidents or breaches to health and safety, rectifying issues to prevent reoccurrence when applicable
- ☒ Help crew members to report any safety items used so they can be replaced
- ☒ Identify team medic, location of hospital, and mental health first aider, if there is one
- ☒ Log close calls or accidents in the accident book
- ☒ Assist victims of, or witnesses to, bullying or harassment and report to HOD
- ☒ Confirm that risk assessments for the work of their team have been undertaken and their team complies with health and safety legislation and procedures
- ☒ Consider working hours for their team and ensure nobody is working longer hours than deemed safe

Role Specific Skills:

- ☒ Breakdown and allocate plans and requirements for the plaster shop or on set
- ☒ Share the HOD's vision and effectively manage tasks and operations
- ☒ Assist with training of plasterers, apprentices or trainees

Transferable Skills:

- ☒ Communication: building rapport and interpreting other's requirements and communicating requirements to other departments and colleagues
- ☒ Team-working: collaboration within own and with other departments, liaising with the carpentry, set decoration team, props, lighting, VFX and camera teams
- ☒ Problem-solving: contingency planning and ability to resolve issues while shooting so that productions remain on schedule

Attributes:

- ☒ Resilience and enthusiasm: adapt positively and quickly to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- ☒ Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary

- ☒ Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- ☒ Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment