



## **Job Title: Head of Department Plastering**

### **Department: Construction**

#### **Overview of Role**

The head of department (HOD) plastering reports to the construction manager and is responsible for translating the production vision from the design brief to the plastering tasks to be undertaken by the plastering department for stage or location sets for film or TV productions. HOD plasterers are responsible for liaising with other teams within construction, the art department, production design, props, special effects, and other departments as required. They organise and recruit the plastering department for a production and are responsible for ordering materials and equipment. They also oversee health and safety for their department, making sure training is provided.

#### **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. Oversee the plastering department for a production**

- ☒ Establish arrangements and undertake the planning for the plastering department
- ☒ Establish communication channels for the plastering department
- ☒ Hire plasterers as required to meet the demands of the daily and overall production requirements
- ☒ Check the competences of each team member and allocate their work accordingly
- ☒ Check and confirm with production that all crew paperwork, such as start forms and non-disclosure agreements, have been signed and received
- ☒ Ensure the latest versions of the schedule is referred to, keeping updated with changes to avoid disruption and to maintain deadlines
- ☒ Report the impact of changes to the construction manager and suggest amending plastering department plans
- ☒ Maintain records of production paperwork and subsequent changes
- ☒ 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
- ☒ 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

##### **2. Oversee 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, and Personal Protective Equipment (PPE) is being used
- ☒ Agree action to address health and safety breaches or repeat offenders with the construction manager
- ☒ Obtain and sign departmental risk assessment method statements (RAMS) to comply with all health and safety protocols
- ☒ Identify team medic, location of hospital, and mental health first aider, if there is one

- ☒ Log close calls or accidents in the accident book
- ☒ Follow production protocols for dealing with bullying or harassment reported to them
- ☒ Consider working hours for their team and ensure nobody is working longer hours than deemed safe

### **3. Oversee the preparation of surfaces for plasterwork**

- ☒ Receive technical drawings and the design brief, interpreting the requirements of the finishes and time schedules
- ☒ Confirm with the supervisor, the allocation of the job, and the drawing to be worked to with the brief, and outline of finishes and time schedule
- ☒ Liaise with supervisors / chargehands to break down drawings for shop work and stage work
- ☒ Arrange for materials and equipment required to be supplied within budget and to deadlines
- ☒ Measure and accurately mark out the required area for plasterwork
- ☒ Check and confirm work has been carried out in line with production requirements
- ☒ Check and confirm work is carried out in compliance with health and safety legislation, regulations, and protocols

### **4. Oversee the production of complex plasterwork moulds**

- ☒ Interpret the design brief and instructions relating to the work to be undertaken
- ☒ Work with the supervisor to break down the drawings and confirm understanding of the work to be carried out
- ☒ Provide advice and guidance for complex plasterwork as required
- ☒ Quality assure complex plasterwork during production as required
- ☒ Check and confirm work has been carried out in line with production requirements

### **5. Waste management**

- ☒ Select and organise waste management companies to provide skips or chemical dumps for disposal of general and chemical waste, for recycling products, or mixed waste in line with production requirements
- ☒ Arrange for skips to be positioned so as not to hinder working areas and provide adequate barriers to meet health and safety requirements
- ☒ Check and confirm stages and workshops are cleaned, ready for inspection by studio management to be signed off and handed back

### **Role Specific Skills:**

- ☒ Interpreting the creative vision of the art department
- ☒ Bridging the creative vision with technical application of plastering skills
- ☒ Inspiring plasterers to achieve their goals
- ☒ Delegation and team management

### **Transferable Skills:**

- ☒ Organisation: developing departmental methods of control, and managing health and safety
- ☒ Management: assigning duties and overseeing work
- ☒ Securing work: collating proof of competency and experience, establishing and negotiating rate, and clarifying and approving deal memo and contract
- ☒ Communication: building rapport and interpreting other's requirements and communicating requirements to other departments and colleagues
- ☒ 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 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