

STAGEHAND & PROPS COORDINATOR

NFTS Beaconsfield  
Full time (35 hours per week)

**Salary up to £27,000 per annum**

**Permanent role**

**JOB DESCRIPTION**

# Responsible to: Estates & Facilities Manager

### **Purpose of role:**

The NFTS produces over 200 film, television and games projects each year. To support this output, the School operates multiple stages, workshops and stores which must be maintained to the highest standards of safety and efficiency.

The Stagehand & Props Coordinator plays a key role in ensuring that all stages and associated facilities are clean, safe and production-ready. The role also involves managing and maintaining the Location and Props Stores, assisting the Carpentry team as required, and providing flexible support to productions and the wider Facilities team. The postholder will work in tandem with the Production Support team to ensure the highest quality support is provided to School productions.

### **Main Duties and Responsibilities**

**Responsibilities include but are not limited to:**

* Carry out daily checks to ensure all NFTS stages are clean, tidy and safe working environments.
* Manage the **Location Store**, including maintenance, testing and correct issue/return of equipment and supplies.
* Organise and maintain the **Props Store**, ensuring items are safe, logged, and stored in good condition.
* Maintain and inspect access equipment (e.g. ladders, podium steps) to ensure it is safe and fit for use.
* Oversee the School’s hand tools, ensuring students receive appropriate guidance on safe use and that all tools are returned in good condition.
* Assist the Carpentry team with set builds, strikes, painting and decorating when required.
* Support productions by collecting and returning equipment, props and other resources using School vehicles.
* Support sustainable practices for storage, set strikes and disposals, in line with NFTS environmental policies.
* Provide cover for other members of the Facilities team as necessary.
* Work collaboratively with the Production Support and Facilities teams to ensure smooth operation of School facilities.

### **Person Specification**

**Essential:**

* Some experience of working in film/TV production, studio facilities or a similar environment.
* Practical, hands-on approach with the ability to carry out a wide range of tasks including manual handling.
* Positive attitude, motivated and self-starting, with the ability to take initiative.
* Strong organisational skills with attention to detail in maintaining stores and equipment.
* Ability to work independently and as part of a team.
* Full, clean UK driving licence (manual) with experience/confidence driving vans up to 3.5 tonnes.
* Reliable, proactive and adaptable approach to work.
* Patient and approachable manner when working with students and staff.

**Desirable:**

* Experience of working with students in an educational or training environment.
* Carpentry, painting or decorating skills.
* Knowledge of PAT testing (or willingness to undertake training).
* Familiarity with external props houses and hire companies