

## JOB DESCRIPTION

<b>Job Title</b>	Scenic Prep Technician
<b>Department</b>	Scenic
<b>Responsible To</b>	Scenic Manager

## PURPOSE OF POST

The management of Eclipse have a shared commitment that the company will provide a profitable delivery of services combined with outstanding standards of quality within the management of our own resources, the delivery of our services to each other and to our clients.

Within the above commitment you are responsible for the part of our delivery that includes:

## MAIN DUTIES & RESPONSIBILITIES

- Assist with covering & prepping of panels & set elements
- Loading and unloading of vehicles
- Removing hook eyes, screws & staples from returning items
- Stripping items down to undercover before items are returned to their correct storage place
- Mark all broken or worn items & report them to your line manager
- Helping when needed to cover onsite installation & workshop construction
- Prepping a variety of stock items
- Covering various set items in felt/PVC/Canvas and other material
- Keep Stock material racks tidy and in good order
- Mark all panels with brand, details & size
- Basic painting & carpentry
- Ensure all items prepped are the correct size & colour
- Able to work to tight deadlines and be proactive
- Make sure site tool boxes are checked out and back in correctly
- Informing Line Manager of any stock shortages

## OTHER RELEVANT INFORMATION

- Keeping the warehouse, yard clean & tidy
- Maintaining a safe working environment
- Required to work at any Eclipse sites when projects dictate
- Required to work some unsocial hours, shift patterns & overtime as workload dictates

**The above is not an exhaustive list of responsibilities and the jobholder will be expected to perform other tasks as required by his/her changing role within the Company and by the business needs of the Company.**



# Eclipse

5 Chaffinch Business Park  
Croydon Road  
Beckenham BR3 4AA

www.eclipse.global  
info@eclipse.global  
T: +44 (0)20 8662 6444

**If you would like any further information on the role or would like to apply for any of our available positions please email our recruitment team at [hello@eclipse.global](mailto:hello@eclipse.global).**