



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role / Title: Scenic Construction Draughtsperson

Reports to: Head of Construction

Liaises with: Carpentry Foremen, Metalwork Foreman, Construction Draughtsperson/Administrator, Carpentry Workshop staff, Production Managers Head Scenic Artist, Assistant Head Scenic Artist, Model Room Draughtsperson, Production Department Co-ordinator, Engineering and scenery contractors and suppliers

Overall Purpose of the Job:

Prepare, amend and update scenic construction drawings in order to assist the Head of Construction in the realisation and production of scenery for opera and ballet productions at the Royal Opera House and touring venues. To maintain a point of contact for Production Managers and the Production Department in the absence of the Head of Department and Workshop Foremen.

Key Accountabilities:

Draughtsperson duties to include:

- Produce detailed specification and construction drawings of scenic elements, using AutoCAD, Photoshop and/or manual drawing skills as appropriate.
- Produce technical specifications for scenic elements, research special materials / construction methods and order items as required.
- Provide, communicate and distribute drawings, photographs and information to workshops, production and technical departments and contractors.
- Maintain accurate production records, including quotations, materials and hours, orders, invoices and timesheets etc. as well as a thorough archive of digital and analogue production drawings/photos as required.
- Maintain workshop stock sheets on a regular basis, sending this information to production and finance departments.
- Cost and estimate time and materials from design drawings and models.

PERSON SPECIFICATION:

Essential Skills, Knowledge and Experience:

- Extensive experience in scenic construction draughting,
- A detailed understanding of theatre structural engineering, metalwork, carpentry and scenic construction
- Demonstrable 2D and 3D AutoCad (or equivalent) skills and knowledge of Photoshop
- Ability to use and Microsoft Office, including Word, Excel and Outlook
- Strong face to face and telephone communication skills; able to communicate clearly and effectively with a range of internal and external contacts including designers and contractors
- Able to work as part of a team and the ability to work to own initiative, particularly in the absence of the Head of Department and Workshop Foremen
- Able to plan and organise a busy and varied workload, to work under pressure with a high level of organisational proficiency, ensuring that project deadlines are met while keeping routine tasks up-to-date.

Job Requirements

- This job is based at the Scenic Construction workshop, located at the Bob and Tamar Manoukian Production Workshop, our brand new purpose built state-of-the-art 3750 sq metre building in Purfleet, Essex.
- Flexibility regarding hours of work i.e. Evenings/weekends/bank holidays if required.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

