



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: **Construction Draftsperson**
Bob and Tamar Manoukian Production Workshop

Reports to: **Senior Construction Draftsperson**

Overall Purpose of the Job:

Under the line management of the Senior Construction Draftspersons, to deliver construction drawing for the Workshop, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

Main Responsibilities:

Day to day operations

- As directed, prepare, amend and update construction drawings for the realisation and production of scenery for Royal Opera and Royal Ballet productions at the Royal Opera House and for touring venues.
- 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.
- Assist in maintaining accurate production records, including quotations, materials and hours, orders, invoices etc.
- Assist in maintaining a thorough archive of digital and analogue production drawings/photos as required.
- Assist in costing time, labour and materials from design drawings and models.
- On occasion and if required, work at Covent Garden to assist with construction drawing projects.

Health and Safety

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times, including active participation in regular staff briefings under CDM 2015 requirements.

- Assist in creating risk assessments and method statements and follow existing and approved risk assessments and method statements.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Support a culture of information sharing, collaborative working and team working.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

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

PERSON SPECIFICATION:

Skills and Experience

- Experience of scenic draughting in a theatre environment
- Knowledge of theatre structural engineering and scenic construction in a large-scale theatre environment
- Experience of working positively with designers both in house and external
- A firm understanding and experience of/advanced user of AutoCAD/Inventor 3D Modelling
- Excellent IT skills including MS office, Photoshop (or equivalent), in addition to any other software appropriate to the role.

People Skills

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.

