



# ROYAL BALLET & OPERA

## JOB DESCRIPTION

**Title:** Draughting and Design Studio Assistant

**Reports to:** Draughting and Design Studio Manager

---

### **Overall Purpose of the Job:**

The Draughting and Design Studio work closely with the Creative Team and Production Management to realise new designs on stage, as Draughtsperson for all new productions, and maintaining and updating any design changes to revival productions.

Under the line management of the Draughting and Design Studio Manager, the Studio Assistant will participate in the day to day running operations, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

### **Main Responsibilities:**

#### *Day to day operations*

- Assist in the preparation of meetings and model presentations, arranging transport as required.
- Process, file and maintain RBO and other venues technical information, designer packs, and model boxes in good order.
- Be responsible for the issuing of artwork, models and design information as required.
- Undertake printing, model making and AutoCAD drawing in support of others.
- Take on small draughting projects in support of other members of the team.
- Take photographs, transfer digital images, scan and print as required.
- Supervise work experience placements for the department, organising dates and providing work where necessary.
- Undertake administration and general office duties including stock, equipment, materials and stationery, keeping accurate and up to date records, and processing orders and invoices as required
- Assist in the upkeep and maintenance of the office filing system and database containing production design and technical information.

- Assist in the upkeep and maintenance of stores containing working drawings, models and model boxes.

#### *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.
- 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, which may include but is not limited to COSHH and Manual Handling.
- Ensure that any near miss, incident or accident is reported in accordance with RBO 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 and Costume, the Performing Companies and the wider organisation.

#### *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 RBO.
- 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 RBO procedures.

## **PERSON SPECIFICATION:**

#### *Skills and Experience*

- Competent user of AutoCAD or equivalent package.
- Experience of producing technical drawings in AutoCAD.
- Experience of office administration.
- Able to plan and organise a busy and varied workload, ensuring that project deadlines are met while keeping routine tasks up-to-date.
- Able to maintain a high standard of accuracy and attention to detail.
- Strong communication skills; able to communicate clearly and effectively

with a range of internal and external contacts including designers and contractors.

- Willingness to work on own initiative and as part of a team.
- A theatre/theatre design background would be an advantage.

#### *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 RBO business if required.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

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

