



## **JOB DESCRIPTION**

**Title:** **Senior Construction Draughtsperson**  
Bob and Tamar Manoukian Production Workshop

**Reports to:** **Assistant Manager – Scenic Construction Draughting**

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

Under the line management of the Assistant Manager, contribute to the Construction Drawing activities of 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*

- 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.
- Maintain a thorough archive of digital and analogue production drawings/photos as required.
- Assist in costing time, labour and materials from design drawings and models.
- Engage freelance staff as required and monitor work to required standards.
- 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.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging senior managers and the H&S department to ensure they are fit for purpose.
- 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 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 Csothume, the Performing Companies and the wider organisation.

#### *Leadership*

- **In the absence of the Assistant Manager**, supervise the work of other Draughtspersons, permanent and freelance, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

#### *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.

*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 (highly desirable)
- Knowledge of theatre engineering and construction in a large-scale theatre environment (desirable)
- Experience of working positively with designers
- Experience of working productively with contractors and freelance staff
- Advanced user of AutoCAD
- Advanced user of other software pertinent to the role, including MS Office.

### *People Skills*

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

### *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
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes

