



## **JOB DESCRIPTION**

**Title:** Senior Draughtsperson – Draughting and Design Studio

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

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

To assist the Draughting and Design Studio Manager in the realisation and production of working drawings and models and providing all design information required by the various workshops, technical and stage personnel for all new productions, tours and revivals, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality.

### **Main Responsibilities:**

#### *Day to day operations*

- Liaise closely with Designers with the highest standards of professional courtesy, responding positively and effectively to issues and challenges.
- Liaise closely with Production Managers and all relevant Technical and Production departments, attending stage rehearsals when required.
- Carry out research and produce preliminary drawings.
- Produce detailed specification drawings of scenic elements and prepare and distribute models/references/artwork for workshops.
- Communicate and distribute information to workshops, liaising with and visiting workshops and outside contractors as required.
- Produce technical specifications for scenic elements and distribute technical design information to relevant departments.
- Produce detailed ground plans/sections and hanging plots.
- Produce detailed sightline studies, and analyse and report any significant challenges.
- Take photographs of models and revise, file and store all design and technical information, maintaining accurate records.
- Prepare model showings and carry out small model shows.
- If required, visit and carry out surveys of external venues, producing accurate technical plans if necessary.

#### *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.
- 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.

#### *Leadership*

- Supervise the work of freelance staff and the Draughting and Design Studio Assistant, 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.

#### *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*

- A professional background in scenic drafting in a theatre environment, working to a demonstrably high level of skills in scenic draughting both 2D and 3D. A good level of scale model making is preferable in addition.

- A degree level qualification in Theatre Design or Technical Theatre or equivalent design course is desirable
- Thorough understanding and significant professional experience of AutoCAD (or similar programmes), theatre engineering and construction. Some knowledge of Inventor or Fusion is desirable but not essential.
- Able to work under pressure with a high level of organisational proficiency, ensuring that project deadlines are met while keeping routine tasks up to date
- Excellent IT skills including Photoshop (or equivalent) and MS office, in addition to any other software appropriate to the role
- 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 work to own initiative, particularly in the absence of the Draughting and Design Studio Manager

#### *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
- 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

