



Draftsperson – Job Description

JOB TITLE: Draftsperson

ALTERNATE TITLES:

REPORTS TO: Assistant Technical Director, Technical Director, Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES:

GENERAL JOB STATEMENT: Using AutoCAD, Vectorworks, or similar, assist the Technical Direction staff in the creation of shop drawings based on scenic designs. Additionally, draftsperson should be able to work with scenic coordinator and technical direction staff to create drawings for items that may not have an accompanying scenic design specified (in the case of rented scenery or scenery coming from MTWichita stock that needs to be adapted).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Complete shop drawings in a timely, efficient manner.
- Coordinate with all scenic departments to stay on schedule.
- Have knowledge of a wide variety of building materials and construction methods.
- Call out specifications and sources for specialty hardware.
- Work with technical direction staff in determining safe, sturdy construction methods.
- Familiarize yourself with local and national vendors to determine correct sources for materials.
- Ensure scenery is drafted well within acceptable safety design parameters.
- Assist in minor administrative duties and/or materials ordering when drawings are completed / not needed.
- Draft truck pack diagrams in preparation for new packages to be shipped to the warehouse.
- Draft road boxes and other storage solutions for costumes, props, and smaller pieces of scenery that are safer being transported in a crate than on their own.
- Create scene-by-scene ground plans of each show for stage management and the creative team.
- Engage in all other drafting projects as requested by the Production Manager or the TD staff.
- Maintain a clean and safe work environment.
- **Any additional tasks as requested by the TD or the PM.**

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in Technical Theatre or related field / equivalent experience is preferred.
- Minimum 3 years' experience in technical theatre is preferred.
- Proficiency in AutoCAD, Vectorworks, or similar.
- Excellent communication and interpersonal skills.
- Strong organizational skills.