



Assistant Technical Director (Draftsperson)
– Job Description

JOB TITLE: Assistant Technical Director (Draftsperson)

ALTERNATE TITLES: Drafter

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

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: The Assistant Technical Director in the draftsperson role is responsible for using AutoCAD or Vectorworks, assist the Technical Director in the creation of shop drawings based on scenic designs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist Technical Director in completion of construction drawings.
- Assist Technical Director in determining materials and construction.
- Assist either on deck or in scene shop when drawings are completed/not needed.
- Convert any hand drawn drafting into AutoCAD or Vectorworks.
- When needed, run shows as a deck carpenter as assigned.
- Other drafting projects as requested by the Director of Production or the TD staff.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Director of Production, Asst. Production Manager or Technical Director.

QUALIFICATIONS AND SKILLS:

- 3 years' experience in drafting.
- Proficiency in AutoCAD & Vectorworks.
- Excellent communication and interpersonal skills.
- Strong organizational skills.
- Knowledge of building materials, construction methodologies & practices a plus.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.