



**Draftsperson**  
**– Job Description**

**JOB TITLE:** Draftsperson

**ALTERNATE TITLES:** Drafter

**REPORTS TO:** Technical Director

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** N/A

**GENERAL JOB STATEMENT:** The draftsperson is responsible for assisting and supporting the Technical Director in creating shop drawings based on scenic designs utilizing AutoCAD or Vectorworks.

**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.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Director of Production or Technical Director.

**QUALIFICATIONS AND SKILLS:**

- 3 years' experience in drafting.
- Proficiency in AutoCAD or 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.
- Knowledge of industry-standard safe rigging practices.