

## Assistant Technical Director - Draftsperson - Job Description

**JOB TITLE:** Assistant Technical Director (Draftsperson)

**ALTERNATE TITLES:** Drafter

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

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** N/A

**GENERAL JOB STATEMENT:** The Assistant Technical Director - Draftsperson is responsible for using AutoCAD and/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 Technical Director.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by the Technical Director, Director of Production, or Asst. Production Manager.

### **QUALIFICATIONS AND SKILLS:**

- 3 years' experience in drafting.
- Proficiency in AutoCAD and/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.