



JOB DESCRIPTION: DRAFTSPERSON

Rev: 1/2025

Job Title: Draftsperson

Reports to: Technical Director

Department: Production/Carpentry

FLSA Classification: Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

Rate: \$22/per hour, Time and a half after 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have a diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Draftsperson is responsible for the technical design and technical drafting of scenic elements as assigned by the Technical Director (TD) and Assistant Technical Director (ATD)

Principle Duties and Responsibilities:

- Execute engineering and drafting of construction detail plans and drawings under the direction of the TD/ATD in a timely, efficient manner.
- Assist the TD/ATD in providing drawings requested by stage management and other department heads.
- Assist the TD/ATD with administrative tasks and/or ordering
- With the ATD, complete technical designs and drafting to stay on track with each production's build schedule.
- Provide support to the organization by helping to accommodate large format print requests.
- Purchase materials, equipment, and bulk consumables for the Scenic department and Production as a whole
- When requested, assist with the construction, load-in, technical notes, and strike of +
- scenic elements.
- Act in accordance with, and on behalf of the ATD in their absence.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, skills, and knowledge, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

Other Duties and Responsibilities:

- Research new construction methods and material options when requested.
- Assist in the transportation and shifting of scenery between buildings as needed.



- Aid in the maintenance and improvement of production equipment and shop, theatre, and storage spaces.
- Maintain all expendable shop asset inventory.
- Maintain safety supply inventory, including respirators and cartridges, and assist in arranging respirator fittings as necessary.
- When requested and available, fill in backstage as members of the crew for productions in cases of illness or planned absence.
- Other duties as assigned.

Required Qualifications & Skills:

Minimum 3-4 years experience in technical theatre; Excellent drafting skills (including experience creating construction drawings) with strong working knowledge of AutoCAD, knowledge of commonly used theatrical materials and theatrical construction tools; Up to date knowledge of welding, rigging, carpentry, and stagecraft techniques; Ability to troubleshoot problems in a calm and efficient manner under pressure; Proficiency with Microsoft Office and Google Suites; Able to climb four flights of stairs while carrying 40 pounds and work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional holiday.

Preferred Qualifications & Skills:

Valid driver's license with safe driving record; Comfortable driving a 26' Truck.