

JOB DESCRIPTION



Job Title:	CAD Technician
Responsible to:	Workshop Manager
Location:	Edington Street, Glasgow

Main purpose of job:

To support the smooth delivery of Scottish Opera projects and workshop. The CAD Technician will undertake drawing duties to provide construction drawings and CNC files for the workshop. Alongside venue ground plans for performances across Scottish Opera's activities.

Key Areas of Responsibility:

- As instructed to create, amend and update construction drawings for submission to the workshop manager and from there on to the workshop staff for all elements of Scottish Opera productions and outside commercial projects as required.
- Produce drawing packages showing plan views of all sets in all venues for Scottish Opera productions and tours.
- Produce drawings which include detailed specifications using Autocad software, manual drawing skills and other software as appropriate
- Prepare files ready for CNC operator to send to the machine.
- With the workshop manager identify the requirement for bespoke components and / or materials.
- Assist in creation of final production file including venue and set plans, as well as 'as built' scenery drawings.
- Lead on the maintaining and housekeeping of digital drawings and production information.

Other responsibilities:

- Treat all team and company members with respect according to the handbook and maintain good working relationships.

Personal Development:

- Remain up to date with developments in the hardware and software required to carry out the role.
- Identify and engage with relevant training opportunities

Person Specification:Essential:

- Advanced levels of skill and experience of AutoCAD in both 2 and 3D situations.
- Clear communication skills
- An independent worker able to demonstrate problem solving
- Work calmly under pressure and produce work without detailed supervision
- Good team worker

Desirable:

- Experience of Scenic Drafting and technical drawings
- Experience of building / engineering theatre scenery
- An awareness of health and safety within a production environment.

General Terms and Conditions:

Hours of Work: The working week is 39 hours in any 5 days Monday to Friday. The working day is usually between 8.00 am and 11.00 pm but this can be varied to meet the needs of the company

Annual salary: £32,825.35 per annum.

Holiday entitlement: 25 days per annum plus 10 public holidays.

Probationary period: 1 months.

Pension: Automatic enrolment is in operation within the Company. You will be automatically enrolled into the pension scheme. You will contribute 4% of your salary and the Company will contribute 8%.