

### **Overview of Role**

A draughtsperson works within the art department team. They interpret the ideas and sketches created for a production and create practical technical drawings. They create a working template for the construction crew, including precise specifications of measurements and material required to build sets according to the production designer's (PD) brief. Their drawings may be distributed to other crew including set decoration, camera, assistant directors, and storyboards artists. They may also mentor junior colleagues and provide technical advice and guidance.

### **Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

#### **1. Interpret the brief and prepare a design visualisation**

- Obtain the brief and clarify and confirm any missing or ambiguous information
- Collate information about the period, genre, and type of production in relation to the design requirements to make creative design decisions, using various sources
- Suggest alternative references or designs if necessary
- Check all references with the art director (AD) or designer for feasibility and suitability before using it in a drawing
- Communicate with relevant people to ensure scope of the work is unchanged during the drawing period

#### **2. Determine production design requirements**

- Evaluate key information relating to scenes, locations and schedules
- Confirm with the AD the time allotted for draughting, and prioritise the order for each drawing
- Liaise with the art department team to ensure you have sufficient equipment and materials available
- Ensure programme licences and subscriptions are updated; proof of legal ownership of draughting programmes may need to be submitted to production

### **3. Create drawings to meet production requirements**

- Collate existing information including concept art, designer's notes, camera projections, perspectives, storyboards, key references and budget guideline
- Assess and select methods, media and relevant scale for producing drawings
- Consult with construction manager (CM) and art director regarding specific techniques or other requirements
- Check and confirm that the drawings and associated material are complete and clearly convey design requirements and technical information
- Check and confirm that drawings contain information for the intended use and are completed within agreed timelines
  
- Share drawings with relevant department members to check for final amendments and approval
- Store records and submit drawings to the art department assistants (ADA) for issuing, using the established storage system
- Liaise with the construction department when required, discussing the finished drawing and all finish references to the CM and confirm their understanding of the specifications

### **4. Store and maintain art department assets and records**

- Use the storage system identified, to keep all of your assets, data and information complete and secure
- Ensure all assets and data are stored in the shared drive and referenced for clear identification on wrap of project
- Maintain confidentiality of sensitive information in line with organisational procedures

### **5. Support and develop junior colleagues**

- Develop a work plan with junior colleagues
- Check that junior colleagues understand the requirements of the brief, the work plan and schedule
- Provide advice and guidance as appropriate to meet the needs of the brief
- Confirm junior colleagues know how to use the necessary equipment and materials
- Monitor work is being completed correctly and in line with the work schedule
- Find solutions for potential problems that could impact upon the schedule or quality
- Provide individual feedback to junior colleagues on their work

### **Role Specific Skills:**

- Break down a brief or concept
- Interpret the design, design realisation and implementation
- Research and evaluation of reference material
- Ability to create CAD technical drawings using appropriate software
- Ability to hand draught is beneficial
- Understanding of scale
- Understanding of construction methods
- Monitor and support junior colleagues to reach their full potential, ensure they are motivated and feel positive about their work

### **Other / Transferable Skills:**

- Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- Teamworking: collaborating within own and with other departments, liaising with construction department
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Problem-solving: contingency planning and resolving issues with suggested designs so that productions remain on schedule

### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations, and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial