



Production Draughtsperson Candidate Pack



EN
O

Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Production Draughtsperson

SUMMARY

The Technical Production teams are responsible for the delivery and maintenance of all English National Opera (ENO) productions, co-productions and hires. The draughtsperson is an integral part of this process. They are responsible for drafting across all ENO output and maintaining relationships with creative teams. They will work with Production Managers, Project Managers and Technical staff to deliver the planning, safe implementation and staging of productions and events in London, Greater Manchester and Internationally. Training and mentoring will be offered to the successful candidate to ensure they can fulfil the job requirements and to allow them to grow in the role.

Reports to:

Director of Production

Production Managers (Assigned by show)

Salary

£38,000

Holiday Entitlement

25 days plus public holidays

Location

London Coliseum with some travel to Manchester as agreed

Hours

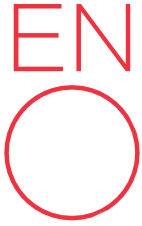
44 hours per week averaged annually, Monday- Friday. Evening and weekend work is required when in production periods.



Production Draughtsperson

Key Accountabilities

- To be a principal contact for designers and creative teams, ensuring they receive all information required, including up-to-date drawings, Coliseum model boxes and design specifications
- To aid Production Managers in interrogating initial designs, providing feedback on feasibility and venue limitations
- To work closely with Production Managers and designers to prepare production specific AutoCAD drawings including ground plans, elevations and sections as well as drawings of scenic elements and props for issuing to contractors and other ENO departments
- Attend design meetings with designers and contractors, organising with designers and productions teams to transport and set up models, presentations and storyboards as required
- Work with members of the technical and production departments to produce season drawings such as onstage storage plans, flys plots, motor plans and trailer load drawings
- Where required be present onstage and in rehearsals for fit ups and mark ups as requested by the Production Managers and be proactive in amending plans as shows develop while in rehearsals onstage
- Create and issue rehearsal room plans, working with Stage management to produce mark-ups as requested
- Oversee the collection, repair and safe and tidy storage of all models and physical plans
- Provide ground plans for hired, rented and co-productions, advising on any technical issues which might arise
- Working with Production Managers, create and maintain live show bibles and technical packs for sending out to potential co-producers and partners
- Maintain and manage production department supplier samples, working with Production Managers and creative teams to decide on finishing and material choices for construction and drapery
- Attend workshop visits to inspect scenery construction and paint finishes with designers
- When working with co-producers and contractors, be an excellent ambassador for ENO upholding the highest possible professional standards
- Be a valuable and integral member of the production team and be a resource for other departments within ENO
- Manage all venue and design drawings for ENO and London Coliseum productions
- Ensure drafting supplies are stocked including management of the plotter and paper/ink supplies for it and the maintenance of it
- Arrange for all dead show drawings and models to be archived and/or disposed of
- Ensure all drawings are kept updated and filed to ENO CAD standards
- Undertake other drawing work as agreed with the Director of Production.



Production Draughtsperson

Person Specification

Required:

- Experience working in one of the following areas:
 - Production or Scenic drafting
 - Theatre set design or design assistant roles
 - Theatre, dance or opera production management
- Good knowledge of AutoCAD drafting and model making
- The ability to work within a busy production department and form cohesive working relationships with colleagues and creatives
- Confident, initiative driven individual who can build close team relationships, enthuse people and provide support to all departments across the organisation.
- Empathetic to the aims and ambitions of ENO

Desirable skills:

- Knowledge of repertory opera or theatre
- Good knowledge of theatre design techniques, materials and practises
- Good knowledge of scenic construction and engineering techniques

Production Draughtsperson

To Apply

Please send the following to workwithus@eno.org:

- CV
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Application Deadline

Monday 2nd June 2025

1st Interviews

w/c 9th June

2nd Interviews

w/c 16th June



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210



Supported using public funding by
**ARTS COUNCIL
ENGLAND**