

JOB DESCRIPTION

Job Title:	3D CAD Technician
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Department:	Design
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Reports to:	Design Director and Design Manager
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Job Objectives: To produce accurate 2D and 3D technical drawings that bring complex event concepts to life from stage layouts and grandstands to temporary structures and site plans. You will work closely with our project managers, engineers, and operations department to ensure the designs meet client vision, safety standards, and logistical feasibility.

Key Responsibilities:

- To be proficient in AutoCAD 2D & 3D.
- Create and develop 2D layout drawings and 3D models for designs using AutoCAD and other relevant software.
- Work from concept sketches, technical briefs, and client specifications to produce accurate plans for structures, stages, site layouts, and rigging elements.
- Modify and revise drawings as required, incorporating feedback from production, engineering, and site teams.
- Liaise with project managers and on-site teams to understand spatial and structural requirements.
- Prepare drawings for planning applications, build manuals, and health & safety documentation.
- Maintain consistent drawing standards and adhere to company CAD protocols.
- Manage and archive CAD files in an organised and accessible manner within our Information Management System.
- Conduct site visits as required to verify measurements and site conditions.
- Stay updated on current industry trends and regulations relating to temporary event structures.
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Health & Safety

- Develop and maintain an awareness of Health & Safety relating to your role.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

General Responsibilities / Expectations

- To have strong communication skills and be able to work effectively under tight deadlines.
- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.



- To behave in a manner that reflects positively on the company at all times.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the company.
- To demonstrate an understanding and commitment to the principles of confidentiality.

Training and Development

- Participate fully in training and development in accordance with the company's training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.

Signed:

Date:

PRINT NAME: