



## **Draftsperson Job Posting**

**Company: The Factory NYC**

**Classification: Non-Exempt**

**Location: Brooklyn, NY**

**Date Updated: 09/16/22**

### **Draftsperson Job Posting**

Dynamic and rapidly growing Brooklyn based fabrication shop is looking for a full-time Draftsperson to help us draft project shop drawings, 3D models, and CNC ready files as they pertain to approved projects, as well as the coordination of drafting information flow with Project Management and Production staff.

### **Position Responsibilities include:**

- Coordination of drafting information from Project Managers in regard to the specific needs of the project and client direction
- Creation and organization of Rhino files and corresponding documents
- Working with the Production Supervisor to complete drafting in a way that corresponds to our existing build methods, and communicates procedures and designs clearly
- Submitting drawings to Project Managers and Production Supervisor for approval
- Occasional drawing submissions for engineering stamps
- Assessing potential material issues or structural problems
- Sending CNC ready files to the CNC Department and communicating with them for efficient cutting and delivery of parts
- Responsible for identifying ways to improve the efficiency and accuracy of drawings and documentation processes in order to maintain the overall project schedule
- Other duties that may be assigned



**Position Requirements:**

**Education:**

Required: High School Diploma.

Required: College Degree in Architecture, Engineering, Industrial Design, or relative drafting based field. Years of experience in an existing similar position is also acceptable.

**Experience:**

3 years of drafting for fabrication experience is preferred, with at least 2 years of direct and 1 years indirect drafting experience working with or under Project Managers or a project management environment. Experience in the fabrication or construction industry is desirable.

**Skills and Knowledge:**

- Dependable, independent and hardworking.
- Exceptional Rhino skills.
- Ability to produce ready to build drawing sets.
- Detail-oriented and well organized.
- Knowledge of construction and fabrication methods.
- Skilled at multitasking and working toward multiple deadlines.
- Able to communicate effectively with peers and management.
- Proficiency in Google Suite, or similar platforms.

This position is available immediately. The **Draftsperson** is expected to be reasonably self-sufficient from the start, relying on their past experience. This position will include compensation rate commensurate with experience level. This is a full time position. Standard work days and hours of work are Monday through Friday, and range between 9:00 a.m. to 6:00 p.m. as operations and/or business needs dictate. Some flexibility in hours is allowed, but the employee should be available during the “core” work hours of 9:00 a.m. to 6:00 p.m. and must



work 40 hours each week to maintain full-time status. Extended hours may be required based on the business need.

Although we are primarily a wood fabrication facility, we specialize in all types of fabrication and installation projects. This includes large and small experiential events, architectural millworks, custom art pieces, retail spaces and photo sets. Our facilities have multiple CNC machines, laser cutters, 3D printers, wood and metal shops. The current management team has a variety of backgrounds that help us tackle a wide array of builds and we are looking for someone with a varied background and skill set to help facilitate a flexible and readied work environment. Please visit our website to see what we do: [www.thefactorynyc.com](http://www.thefactorynyc.com)

If you think you would be a good fit at The Factory NYC and have the required experience, please send your resume as well as a cover letter explaining your interest in the positions in response to this posting or email to [jobs@thefactorynyc.com](mailto:jobs@thefactorynyc.com)

**Please be sure to include fabrication-level shop drawing examples in your portfolio.**

Position Type: Full-time

Starting Compensation: \$28hr - \$35hr, Overtime opportunities available after 40hrs

Benefits: Medical Benefits (Health, vision, dental) and Paid Time Off after 30 day waiting period