

## Job Description

### STUDIO ARTWORKER

**Responsible to:** Operations Manager

**Overall Description:** Prepare designs and originate artwork proofs for print production. Interpret, adapt and suggest sympathetic design options for ease of reproduction by screen print, heat transfer and digital printing. Liaise with customers by e-mail and telephone for artwork approval.

#### **Main Responsibilities:**

- Use Adobe Creative Suite to manipulate designs, create proofs and output high quality accurate film positives for screen production
- Update and monitor order status in production system / priority list in a timely manner
- Advise sales advisors on appropriate printing methods & artwork suitability
- Ensure clear and accurate communication with customers
- Ensure clear and accurate communication of changes / updates with relevant departments
- Ensure clear and accurate communication of printing requirements
- Sign-off first prints for all print techniques ensuring accuracy to order requirements
- Provide cover for absences within the graphic design department
- Adapt, enhance Directors and Web Developers web design and planning ideas
- Help with photography and graphics for website and marketing activities.
- Keep digital and physical artwork libraries tidy

#### **General Responsibilities**

- Prioritise work on a daily basis, adhering to production deadlines
- Help train and pass on general design skills to other members of graphic design team
- Support all activities in the graphic design office to ensure smooth running of the department and timely despatch of orders
- Maintain a safe working environment
- Devise efficient and cost saving methods
- Maintain a cheerful disposition and carry out duties in a purposeful manner
- Assist in any reasonable activity relative to the everyday running of the company
- Purchasing of process consumables and checking good received for accuracy to order

#### **ESSENTIAL REQUIREMENTS:**

- High level of speed and competence and accuracy with design software programmes.
- Innovative and flexible approach to resolving design (surface pattern) problems.
- Very good e-mail and telephone manner, at ease dealing with customers on a daily basis.
- Great organisational skills, tidy and methodical with an eye for detail.
- Flexible, adaptable, good problem solver to assist speedy production.

#### **DESIRABLE REQUIREMENTS:**

- Foundation, HND or Degree in related subject area.
- Skills and interest in surface pattern, photography and film making, website layout and design.