

Signbox Job Specification

JOB TITLE : Technical Artworker	DEPARTMENT: Design Studio
REPORTS TO : Design Studio Manager	
PURPOSE OF JOB : <ul style="list-style-type: none"> ■ Liaise with the Sales Team, to take Signage artwork briefs, constantly communicating with Design Studio Manager to produce presentation quality Signage artwork along with workshop ready drawings for manufacture or print. 	
KEY AUTHORITIES AND RESPONSIBILITIES : <ul style="list-style-type: none"> ■ To generate Signage artwork/ visuals in a variety of programs from client/sales instructions working to tight deadlines with the need for it to be correct first time. Outputs range from pdf client proofs to print/cut ready files for the graphics department. ■ To manage suitability of client supplied files (logos, images etc) 	
EXPERIENCE & QUALIFICATIONS : (Essential Minimum Requirements to Undertake the Role) <ul style="list-style-type: none"> ■ Sign fabrication ■ Graphic and design proficient ■ Previous graphics/design experience essential ■ Conversant Gerber Omega, CorelDraw, Adobe Illustrator, Photoshop & Microsoft Office. 	
PRIME WORKING RELATIONSHIPS : <ul style="list-style-type: none"> ■ Excellent customer relations focus ■ Polite and helpful ■ Works well as part of a team ■ Excellent communication skills ■ Works well under pressure ■ Remain professional at all times 	
OTHER CONDITIONS : <ul style="list-style-type: none"> ■ Excellent eye for detail ■ Good understanding of typography ■ Well organised & the ability to prioritise under pressure ■ To work efficiently and accurately, applying attention to detail ■ To work in a punctual, clean presentable and tidy manner ■ Hands on and practical with a knowledge of sign manufacturing techniques ■ Problem solving ■ Willingness to learn and develop within the role ■ Resourceful, self-motivated and willing to teach others 	

From time to time you may be required to carry out additional duties not listed above and you will be expected to carry out any reasonable request made to you by a senior member of staff.

Print Name:
 Technical Artworker

Print Name:
 Design Studio Manager

Signature:

Signature:

Date:

Date: