

**Job Title:** Print Production Team Member

**Level:** Production

**Department:** Print

**Based:** Hartlebury

**Reporting to:** Head of Print

## **REMUNERATION**

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

## **PURPOSE**

To successfully complete print projects and client branding for large and small format production, including installation.

Working with head of Print to ensure that timescales are met and in order to deliver multiple projects.

## **PRINCIPLE DUTIES**

- Assist with the co-ordination of production, print finishing and installation of print projects.
- Update management and production team(s) on a regular basis regarding process of projects and works.
- Understand print project briefs and deliver to expected timescales and quality.
- Take the lead role of specific projects and manage all aspects of delivery when required to do so.
- Assist with the scheduling of production.
- Working alongside the team to deliver to production schedules.
- With the support of Print manager, track production on a daily basis to ensure deadlines are met.
- Installation of on-site branding including co-ordination with other internal teams for all aspects of Print.
- To implement & execute a quality check processes which includes:
  - Cross-reference finished items with the branding check list(s)
  - Assure levels of quality outlined are achieved.
  - Ensure items are on-brand & deliver on-brief
  - Check returning items and dispose of non-reusable items
- Travelling across the country on a frequent basis.
- May involve unsociable hours and overnight stays due to the nature of the events industry.
- Ability to work on your own at times when on-site.
- Work alongside Print team to develop, instigate and execute methods of production and best practice to improve efficiency, quality and sustainability.
- Liaise with Producers, Project Management, Tech and Construction (Live division) on projects when required to do so.
- General maintenance & upkeep of the print studio, including all equipment and software.
- Willing to work outside normal office hours when required to do so, this can be in locations throughout the UK and overseas.
- Ensure high levels of communication and customer service are achieved at all times.

- Must contribute to ensuring the company is viewed as a highly creative business.
- Must evolve with the business and the department as it expands, developing new ways of working including learning to use new equipment as and when necessary.

*This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## **EXPERIENCE**

- Must have suitable experience in large format print production and installation.
- Knowledge of working within Exhibition and Conference environment/industry.
- Demonstrate a high level of experience working with a variety of print medias.

## **SKILLS**

- Setting up artwork for Print - Adobe Illustrator, Indesign and Photoshop (but not essential).
- Working with a wide variety of media for printing and production purposes.
- Vinyl application & production methods, working with printed medias (Canvas, Foamex, Acylic, Dibond, Card, PVC, wallpaper, Floor graphics etc)
- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Knowledge of Microsoft Excel preferred but not essential.
- Must be able to competently co-ordinate and manage digital files and time.
- Be able to work under pressure and meet deadlines.
- Be able to communicate effectively both verbally and in writing to convey information effectively.
- Willing to work outside normal office hours when required.
- Must be computer literate.

## **CHARACTERISTICS**

- Organised with a true desire and eye for detail.
- Quick to understand a design brief and what it needs to achieve.
- Focused on consistently providing high service levels.
- Positive attitude towards challenging situations and multi-tasking.
- Excellent time management skills involving the ability to estimate accurately the time required to complete design work.
- Self-motivated with the ability to work individually and as part of a wider team.
- Willingness to learn new skills and develop existing ones.
- Must be committed to making 'anything possible' with a 'can do' attitude.

## **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas.

- Driving licence.

#### **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **drp's** Health & Safety Policy and Employee Manual.