Walker Greenbank

JOB TITLE: Junior Studio Colourist

REPORTS TO: Design Studio Manager

LOCATION: Anstey Wallpaper Company, Loughborough

DEPARTMENT: Design Studio

SCOPE OF JOB: Working in the wet studio on all aspects of colouring development for customers' collections

PURPOSE:
Produce min-screen proof samples for rotary screen, hybrid-gravure/rotary screen and flat screen-printing processes

RESPONSIBILITIES

- Mixing inks to match customer specifications and/or colour chips provided
- Hand screen-printing samples
- Alterations of previously mixed inks until correct
- Appropriate labelling and storage of mixed inks
- Keeping record of proofs produced and inks/binders used in the mixing of colours
- Preparing hand-over paperwork, drawdowns, proofs etc. for production
- Ensure all technical information (specifically on wet-studio notice boards) from the Technical Department on inks and bases materials is kept up to date and adhered to when producing proofs
- Cleaning and maintaining screens - Degreasing and stripping of new and recycled screens prior to engraving. Coating and engraving screens
- General housekeeping duties relating to the efficient running of the wet studio e.g. maintaining supplies of materials etc
- Preparing & packaging up proofs for posting.
- Sampling - preparing printed samples/trials to send out to customers and maintaining records of who has had what

MEASURES OF SUCCESS

- A successful transition of new projects through the wet studio and delivering them to the studio administrator in a timely manner.
- Effective communication with customers and internal departments.

CONNECTING WITH OTHER	
Internally: Design studio Manager Design Studio colleagues Proofing department Production department	Externally: Customers Suppliers Engravers

QUALIFICATION	EXPERIENCE & SKILLS
Educated to graduate level in a relevant design discipline (textiles/surface pattern/fashion) or able to demonstrate are at equivalent standard	Any experience in a similar wall-coverings or textile design environment, such as on work placement, is advantageous Proven track record of working directly with customers &/or outside suppliers (e.g. via part-time work whilst studying) General PC skills – Particularly Microsoft Word & Excel Ability to multi task Mac literate – Photoshop / Illustrator AVA software experience

BEHAVIOURS
A self-motivated person who has the ability to work independently as well as part of a team.
A high-level of communication skills.
Ability to deal with people at different levels
Visually aware, interested in trend development
Organised, methodical, great attention to detail
Mature, flexible, can – do attitude

INFLUENCE: Design Studio / Proofing Department / Production Department / Sales Department

I agree within reason to undertake other duties over and above those listed in the job description.

Name. Signature. Date.