

Job Title: Print Production Team Member

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 and assisting with install team co-ordination. 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 both large and small format projects.
- Update management and production team(s) on a regular basis.
- Understand print project briefs and deliver to expected timescales and quality.
- Take the lead role of specific larger projects and manage all aspects of delivery.
- Assist with the scheduling of production and ordering external supplies when necessary.
- Working alongside the team to deliver to production schedules.
- With the support of Head of Print, manage and track production on a daily basis to ensure deadlines are met.
- Installation of on-site branding including co-ordination with installation 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
- 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 appropriate to this role.
- Demonstrate a high level of experience working with a variety of print media
- Knowledge of large format printing, production and installation essential.
- Knowledge of working within Exhibition and Conference environment/industry.

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, print production methods and wrapping of large canvas/PVC.
- 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.

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may result in disciplinary action.

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 **DRPG's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*