

Job Description
Artworker

Name	Vacant post
Job Title	Artworker
Responsible to	Gary Love Director and or Studio Manager/Leader
Working Relationships	Working as part of Reach Marketing. To include, account management, creative, studio, online team, production/admin.
Key Skills	<p>Production and artworking skills (3 years studio experience minimum). Good knowledge of print processes (traditional and digital). Completely Mac/CS suite literate (Indesign, photoshop, illustrator and Adobe). Powerpoint and keynote literate. Practical knowledge of the internet and how to use it. PC/microsoft knowledge an advantage - but not essential. Open to learning and keeping pace with new techniques, undertaking training where required. Communication, Interpersonal, time and cost awareness.</p>
Role Objectives	Be part of and give support to the creative and design team. Acting as a flexible and willing resource directed by studio manager/leader and account managers. Ensuring optimum standard in all works carried out (artwork, page-makeup, mock-ups).
Key tasks / standards for the job role	<p>MAIN DUTIES AND RESPONSIBILITIES (Core Skills)</p> <ul style="list-style-type: none"> • To artwork Reach projects. Providing complete and suitable files for all kinds of Reach out put - print, signage, press advertising, exhibition, large format. • To make amends to existing projects (quickly and accurately) • Page make up to existing designs (from single page to multi page catalogues) • Produce good quality mock-ups • To ensure best quality output for Reach products • To maintain high standards of communication between yourself and account handlers and production manager. • Through continuous development ensure own practical and production skills are of highest standards (keep up to date with software and production developments relevant to the out put processes) • To manage and develop the Production, IT infrastructure and systems • Be part of and support for the creative and design team. Acting as a flexible and willing resource directed by studio manager/leader and account managers. <p>CORPORATE RESPONSIBILITY</p> <p>Supporting and Co-operating</p> <ul style="list-style-type: none"> • Supports others and shows respect and positive regard for them in business and social situations • Puts people first, working effectively with individuals and teams • Behaves consistently with clear personal values that complement those of the organisation

<p>Key Competencies</p>	<p>Interacting and Presenting</p> <ul style="list-style-type: none"> • Communicates and networks effectively • Presents, articulates and uses technology effectively • Relates to others in a professional, confident and relaxed manner <p>Creating and Conceptualising</p> <ul style="list-style-type: none"> • Open to new ideas and experiences • Seeks out learning opportunities • Handles situations and problems with innovation and creativity • Adapts and responds well to change • Manages pressure effectively and copes well with setbacks <p>Organising and Executing</p> <ul style="list-style-type: none"> • Works in a systematic and organised way • Follows directions and procedures • Focuses on customer satisfaction and delivers a high quality service or product to the agreed standards
<p>Professional Performance</p>	<ul style="list-style-type: none"> • To ensure that all communication & administration is produced & delivered to a high standard • Maintain complete impartiality & confidentiality throughout all areas of your role • To ensure your conduct falls within the Policies & Practice of the Company, Company Handbook, Health & Safety guidelines & building security • To ensure your attire professionally reflects the Company • To adhere to confidentiality codes of practice and be aware of the implications of information of a sensitive or confidential nature. Non disclosure of this type of information is paramount • 100% attendance / 100% punctuality/ 100% customer focussed • Proving yourself as a respected and valued part of the clients business at all times
<p>Personal Performance</p>	<ul style="list-style-type: none"> • To approach your own learning & development in a positive manner & be proactive in these respects wherever possible • To actively contribute to appraisal documents or subsequent reviews where necessary • To monitor, evaluate & action your performances regarding key tasks, targets & objectives • Strive towards 100% accuracy within your role • Strive towards achieving and exceeding performance objectives that are set. • Strive towards providing the best level of service, at all times. (Internally & externally)
<p>General Performance</p>	<ul style="list-style-type: none"> • To take good care of any property that may be issued to you • To demonstrate a positive attitude to all colleagues, associates, & internal / external clients at all times. This should be in respect of your role, the Company & its products & services. • To carry out any other reasonable tasks as & when requested by your Manager or Directors of the Company

	<ul style="list-style-type: none"> • To operate a clear desk policy
Communication	<ul style="list-style-type: none"> • To effectively liaise & communicate with colleagues/associates • To ensure that information is shared positively, fully understood & used effectively

Date issued on.....

Date accepted by.....

Name.....

Signed.....