

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Imaging and Archiving Specialist
Department	Workshop
Reporting To	Head of Workshop & Projects
Subordinate(s) (if applicable)	N.A

Overall Job Objectives:
To be responsible in supporting STPI Workshop team as well as resident artists with production and development of projects to help sustain STPI as the unique leading contemporary print and papermaking Gallery / Workshop in the World

Core Responsibilities:

Support the Workshop team in the Visiting Artist Programme (VAPs):

- Assist in the digital imaging aspect of the artwork production, including but not limited to:
 - Researching of visuals for the artists
 - Creating digital files of artworks
 - Preparing files for film development
 - Pre-press preparation
 - Creating digital mock-ups of the framing for artwork
 - Creating digital mock-ups of the installation within the gallery space or at art fairs
 - Digitizing physical works such as sketches, collages, paintings, etc.
- Communicate with VAP artists and project leader on visual requirements such as colours, sizes, quality of images
- Set up a file transferring system between the artist and the Workshop team for all digital files needed for production
- Produce job documentation sheets for every finalized artwork produced in the workshop and organize them into the respective artists' folders
- Organize, archive and upkeep digital files of work-in-progress and final artworks, including images of artworks taken for documentation purposes

Assist the Workshop team with physical production of artworks:

- Create laser-cut images with materials specified during VAP
- Liaise with external vendors, suppliers and printers to manage relevant projects from ideation, sourcing of quotation, final production, colour check and collection of artworks
- Manage and maintain IT hardware and supplies within the workshop
- Manage the CNC Router machine
- Manage the Laser Cutting machine
- Manage the fine art printer and scanner
- Research on the capabilities of the CNC and laser cutting machine

Other responsibilities

- Generate and/or edit Purchase Requisition Forms on behalf of the Workshop team upon agreed sales transaction
- Assist in STPI's Open Houses and Fundraising events
- Create images for workshop stations at STPI's Open Houses and Fundraising events
- Other duties as assigned

Job Specifications:

- Degree in Graphic Design / Visual Communication and have at least two years working experience in a design house or studio
- Possess strong knowledge of Adobe Creative Suite, pre & post-printing production
- Strong interest in Art and Design
- Highly proficient, meticulous, has good organization skills
- Able to multitask and work under tight deadlines
- Good interpersonal skills; able to work independently as well as in a team
- Creative flair with a professional approach to time, costs and deadlines
- Advantageous if you have knowledge in the following:
 - 3D programmes: SketchUp, Rhino
- Able to operate state-of-the-art CNC Router machine
- Able to operate state-of-the-art Laser Cutting machine

Key Deliverables:

- Support the Workshop team in the Visiting Artist Programme
- Assist the Workshop team with the production of artworks
- Archive all digital works produced with the Workshop team