

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Assistant Digital Imaging Specialist
Department	Workshop
Reporting To	Head of Projects
Subordinate(s) (if applicable)	

Overall Job Objectives:
Responsible for supporting STPI Workshop and artists with development and production of projects

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 for multiple use including mock-ups/sketches?
 - Preparing files for film development
- Assist VAP artists and Head of Projects on visual requirements for artwork 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:

- Liaise with external vendors, suppliers and printers to manage relevant projects from ideation, sourcing of quotation, final production when required.
- Manage the CNC Router machine
- Manage the Laser Cutting machine
- Research on the capabilities of the CNC and laser cutting machine

Other responsibilities

- Generate Purchase Order Forms on behalf of the Workshop team for approval by HODs
- Assist in STPI's Open Houses and Fundraising events
- Other duties as assigned

Job Specifications:

- Diploma / 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 and 3D softwares, 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
- Advantageous if you have prior experiences in operating CNC Router machine & laser cutting/engraving systems.

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