

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Fabricator & Assistant Papermaker
Department	Workshop
Reporting To	Assistant Project Leader & Senior Papermaker-At-Large
Subordinate(s) (if applicable)	Assistant Papermaker and Intern

Overall Job Objectives:

Support and assist Assistant Project Leader & Master Papermaker to:

- Manage day-to-day operations and production timeline
- Research and develop new techniques/materials.
- Assist in quality control for final artworks produced by the Paper team

Core Responsibilities:

- Assist in the digital imaging aspect of the paper production, including but not limited to:
 - Creating digital files of artworks
 - Creating digital mock-ups of the artworks
 - Assist in visual requirements for paper production
- Manage Laser Cutting machine
- Organize, archive and upkeep digital files of work-in-progress and final artworks
- Ensure timely fabrication production with quality control
- Responsible for planning, maintenance and sourcing for new materials in Fabrication works
- Support the Papermill team in the Visiting Artist Programme (VAPs)
- Support Assistant Project Leader & Master Papermaker in communication with residency artist on the concept of VAP
- To be able to manage, execute and deliver assigned tasks, including all digital papermaking techniques, with quality and time control
- Assist in running the daily operation of Papermill include but not limited to setting up machines and monitoring machine operations
- Assist Assistant Project Leader & Master Papermaker in Workshop Plan and Innovations

Other Responsibilities:

- Provide training support for Papermaker / Assistant Papermaker / Apprentice Papermaker / Intern
- Comply with all work, health and safety guidelines

Job Specifications:

- Diploma (Preferably in the discipline of Visual Arts)
- At least two years of experience in digital technical skills
- Possess passion for developing skills, eagerness to learn and willingness to be a good team player

Key Deliverables:

- To achieve the requirements of the works/tasks with quality and time control

- Ability to run single papermaking production with Assistant Papermaker without supervision
- Ensure the paper mill is a well-maintained and safe environment