

# STPI

Creative Workshop & Gallery

## JOB DESCRIPTION

Job Title	Assistant Papermaker
Department	Workshop
Reporting To	Assistant Project Leader & Senior Papermaker-At-Large, Senior Papermaker, Papermaker
Subordinate(s) (if applicable)	Apprentice Papermaker and Intern
<p>Overall Job Objectives:</p> <ul style="list-style-type: none"><li>• To support Senior Papermaker, Papermaker in all areas of STPI Resident Artists' projects.</li><li>• To support Senior Papermaker, Papermaker in the day-to-day operations of Paper Mill.</li><li>• To provide day-to-day support in the paper making production and technical works.</li></ul>	
<p>Core Responsibilities:</p> <ul style="list-style-type: none"><li>• Operate Beater machine</li><li>• Research and create papermaking techniques</li><li>• Assist in running the daily operation of Papermill include but not limited to setting up machines and monitoring machine operations</li><li>• Ensure the stock/materials for paper mill are sufficient to meet the day-to-day operations and projects</li><li>• Support Senior Papermaker or Papermaker on Workshop Plan and Innovations</li><li>• Ensure the paper mill is a well-maintained and safe environment</li></ul> <p>Other Responsibilities:</p> <ul style="list-style-type: none"><li>• Comply with all work, health and safety guidelines</li><li>• Responsible for papermill cleanliness</li></ul>	
<p>Job Specifications:</p> <ul style="list-style-type: none"><li>• Diploma (Preferably in the discipline of Visual Arts)</li><li>• Experience in papermaking or any technical skills would be preferred</li><li>•</li></ul>	
<p>Key Deliverables:</p> <ul style="list-style-type: none"><li>• To achieve the requirements of the works/tasks delegated with minimum supervision</li><li>• Attain basic knowledge in papermaking production</li><li>• Attain expertise in operating the Beater machine</li><li>• Ability to run basic papermaking production without supervision</li></ul>	