



JOB TITLE: Digital Designer

REPORTS TO: Digital Design Studio Manager

LOCATION: Anstey Wallpaper Company, Loughborough

DEPARTMENT: Digital Design Studio

SCOPE OF JOB: -
Operation.
 To carry out work that the the Digital Design Studio Manger and/or Senior Digital Designer have requested.
 To ensure the highest standards of work & work routines are maintained.
 To ensure the highest standards of customer relationship management are maintained.
People.
 Alongside the Digital Design Studio Manger and Senior Digital Designer, create a team driven department that is proactive, inclusive and a positive department to work in.

PURPOSE: To assist in preparing Digital designs to meet Customer and Production requirements.

RESPONSIBILITIES –
Operation.
 Assist the Digital Design Studio Manager and Senior Digital Designer with Digital work that comes in to the Digital Design Studio.
 Ensure all project reviews, be they aesthetic or technical, are completed to the highest possible standards.
 Ensure all printed samples are produced according to correct routines, be they for internal purposes, customer projects or product development projects.
 Maintain and continue to update, collectively, as a team all File and Colour Management procedures and structures.
 When appropriate, build on communication directly with customers to discuss any WIP.
 Confidently work on many projects at the same time under tight deadlines.
 When requested, be the a point of contact for certain customers.
People.
 Help with development of junior members of the Digital Design Studio if recruitment is to take place.

MEASURES OF SUCCESS

Excellent quality of work that exceeds customer expectations at all times.
 All work projects, be they internal or external, delivered in a timely manner.
 Consistently high quality of communication, both internally and externally.
 Be part of a happy and engaged Digital Studio team.

<p>CONNECTING WITH OTHER</p> <p>Internally: Design Studio Production Departments Customer Service Department Innovation and Technical Departments</p>	<p>Externally: Customers Artwork Studio's and Engravers SDG Divisions</p>
---	--

<p>QUALIFICATION</p> <p>Preferred Design qualification at Degree level (or equivalent).</p>	<p>EXPERIENCE & SKILLS</p> <p>Complete understanding of Set & Repeat design technicalities. Excellent level of AVA and Photoshop CAD software. Colour Separation skills. Essential experience of working in the wallpaper industry. A high level of CAD experience across different software platforms, being able to switch between platforms when required. Essential ability to review, assess and consider the best course of action to complete challenging work. High level of written and communication skills.</p>
---	--

BEHAVIOURS

- Confident
- Organised
- Professional
- Flexible
- Collaborative
- Proactive
- Respectful

INFLUENCE: All internal departments and some customers



I agree within reason to undertake other duties over and above those listed in the job description.

Name.

Signature.

Date.