

ROYAL COLLEGE OF ART JOB DESCRIPTION

Role: Technical Assistant in Digital Print

Department: Information, Learning and Technical Services

Grade: 5

Responsible to: Lead Technical Instructor in Digital Print

Background:

The Royal College of Art is one of the world's most influential institutions of university status devoted to the study of art, design, humanities and communication.

Main purpose of the post:

- Contribute as part of a team in the effective provision and availability of specialist equipment and work areas in order to facilitate academic delivery, student learning, and Research, Knowledge Exchange and Innovation (RKEI) activities.
- Provide technical assistance and guidance to all users, demonstrating equipment and processes as appropriate.
- Provide support in the day-to-day function of technical services within the area of Digital Print

Duties and responsibilities:

1. Provide technical assistance and advice in printing services to students and staff, demonstrating equipment and processes as appropriate.
2. Provide technical support, advice and demonstrations in the use of digital software for the preparation of the print ready files to achieve a quality image and digitally print on to fine art paper. Assist and support digital printing on a variety of printing substrates using both Mac and PC software
3. Assist in the operation and maintenance of digital print resources, supporting both the production of large format specialist printing and the high volume printed output through the College print bureau services
4. Monitor work being carried out in the digital print area, ensuring high standards of safety and housekeeping at all times.
5. Assist students and staff of all abilities in problem solving and finding technical solutions.
6. Promote best practice within the digital print lab technical spaces, assist in the

maintenance of specialist equipment, monitoring of safety and accurate record keeping.

7. Monitor and maintain a safe working environment in accordance with H&S policies and procedures employed for managing Health and Safety.
8. Undertake any other duties consistent with the role as required and in agreement with the Lead Technical Instructor and Technical Services Manager.
9. Comply with all Royal College of Art policies and procedures.

This role involves

- Experience in a commercial Printing Bureau
- Knowledge and experience in large format digital printing and software used in files preparation, scanning and resolution to achieve a high quality output
- Working experience of job queuing systems for digital printing methods and colour management
- Experience in properties and limitations of digital printing methods and substrates
- Experience in Photoshop, Illustrator and InDesign
- Good time-management skills with the ability to prioritise and organise complex tasks
- Excellent problem solving skills
- Excellent user focus and a flexible approach
- Excellent communication and interpersonal skills, both written and verbal at all levels
- The ability to use initiative and work independently and as part of a team