



## **STUDIO MANAGER POSITION CONTRACT**

### *Main Purpose:*

*To have full responsibility for the Studio Department Performance. To provide clear guidance and development to department team members and ensure good communication to associated departments.*

### **Key areas:**

1. To proactively manage and improve Studio workflows and automation working with Hybrid software.
2. Oversee, improve as required, and be responsible for Colour Management to ensure colour decisions are made pre-press to maximise press uptime.
3. Ensuring instructions from other departments are correct. Making sure all requirements/deadlines are fully understood.
4. Ensure the department is up to date at all times.
5. Liaising with Senior Management as required on department/staff issues.
6. Provide training and guidance to all team members and encourage a “can do attitude” and a high quality work ethic to ensure the Customer expectations are met or exceeded.
7. Managing all NCR’s relevant to your department within 24 hours and ensuring all actions to prevent re-occurrence are implemented in line with company procedure.
8. Actively strive for continuous improvement in quality and output whilst identifying possible areas of cost saving.
9. Keep up to date with technical advancements in the market that could improve the Studio Department and present them technically and commercially to Senior Management.
10. Maintain a record of team skills and develop specific training plans for all existing and new team members.
11. Execute projects set by Management within agreed timeframes.