

Job Title:	Production Technician, art and design	Job Code/ Req#:	RDM2018-PT(I)
Location:	Red Dragon Manufacturing Ltd Jesmond House 75 Walter Road Uplands, Swansea SA1 4QA PLEASE NOTE THAT THIS MAY CHANGE	Travel Required:	Occasional (pan Wales)
Level/Salary Range:	National living wage rate per hour upon successful completion of 1x week assessment	Position Type:	Part time 16 hrs (5, 5 and 6 hrs per day between Monday and Thursday inclusive) – internship to a value of £1,000 over 3x months
HR Contact:	Jo Ashburner Farr, CEO	Date posted:	July 2018
Will Train Applicant(s):	On the job	Deadline for applications:	ASAP
Applications should be submitted by			
Email to recruitment@reddragonflagmakers.co.uk Subject Line: Application for position of Production Technician, art and design - internship		Mail: Red Dragon Manufacturing Ltd Jesmond House 75 Walter Road Uplands, Swansea SA1 4QA	
Job Description			
Reporting to: Operations Director Hours of work: 16 hours per week. Usual working hours are 9.30am – 5.30 pm (flexible) Monday to Friday. There may be a requirement from time to time to start work earlier or finish later as the role develops and there is potential for an increase in the number of hours offered after a satisfactory assessment period. Annual leave: n/a			
Duties and Responsibilities			
This job description is designed to give an overview of the tasks and responsibilities for this position. The production (sewing and art/design) departments will however evolve and grow over time to			

meet business and market demands. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

The role of the Production Technician is to support the Production Lead in the interpretation of digital artwork and transfer over to paper and fabric format.

Understanding scale and ability to accurately measure and calculate dimensions is essential. This doesn't involve Maths to A'level standard but it does involve a lot of common sense, and so a practical understanding of calculations and accuracy is the minimum required.

If you have good practical skills and can work quickly and accurately, this job could be ideal for you. You will need an eye for detail and good levels of concentration. You will also need to be able to work alone as well as part of a team as required.

Your duties as a Production Technician may include (but are not exclusive to):

- Clean and precise methods of working
- Excellent organization skills
- Ability to follow instructions and willingness to learn
- Methodical thinker
- An understanding of cutting fabrics and sewing pieces together
- An understanding of a creative studio environment / workshop / studio
- An artistic aptitude – sometimes its quicker to draw by pencil than digitally
- Cutting with scissors in a straight line (not as easy as it sounds)
- Waste management and use of waste fabrics
- Stock taking (fabrics) and general organization
- Precise pinning multiple layers of fabric
- Using an overhead projector and laptop
- Using lightboxes and tracing paper and fabric
- Checking that finished work is without fault
- Following health and safety guidelines.

Full training will be given but a basic knowledge from which to start is important. You will work with a variety of fabrics including polyester, cotton, canvas, rope and others.

Essential skills

- A good understanding of measuring and measurements
- Computer literate
- Excellent attention to detail
- Conscientious attitude
- Articulate and grammar-conscious - oral and written
- Well mannered
- An understanding of filing systems
- Level headed
- Ability to learn and diversify skills
- Organisational skills
- Good level of self-presentation
- Team player
- Ability to take the initiative
- Good humour
- Confidentiality a priority
- Honesty a pre-requisite.

Desirable skills

- Full clean driving licence
- Previous experience of role advertised, although full on the job training will be given to the right person
- Good telephone manner
- An interest in flags and vexillology; the manufacture of textile goods; best business practice
- A flair for design and an imagination to challenge the norm.

Red Dragon Manufacturing Ltd is a registered and award winning social enterprise, an equal opportunities employer, Living Wage accredited business and holder of the Disability Confident certification.

We believe that 'attitude is the biggest disability' and have zero tolerance for bullying and discrimination in the workplace.

Last updated by:	Jo Ashburner Farr	Date/time:	1 st July 2018
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Please note – no covering letter, no interview.

Job Title:	Production Technician, Cutting Room Assistant	Job Code/ Req#:	RDM2018-PTCRA(I)
Location:	Red Dragon Manufacturing Ltd Jesmond House 75 Walter Road Uplands, Swansea SA1 4QA PLEASE NOTE THAT THIS MAY CHANGE	Travel Required:	Occasional (pan Wales)
Level/Salary Range:	National living wage rate per hour upon successful completion of 1x week assessment	Position Type:	Part time 16 hrs (5, 5 and 6 hrs per day between Monday and Thursday inclusive) – internship to a value of £1,000 over 3x months
HR Contact:	Jo Ashburner Farr, CEO	Date posted:	July 2018
Will Train Applicant(s):	On the job	Deadline for applications:	ASAP
Applications should be submitted by			
Email to recruitment@reddragonflagmakers.co.uk Subject Line: Application for position of Production Technician, art and design - internship		Mail: Red Dragon Manufacturing Ltd Jesmond House 75 Walter Road Uplands, Swansea SA1 4QA	
Job Description			
Reporting to: Operations Director Hours of work: 16 hours per week. Usual working hours are 9.30am – 5.30 pm (flexible) Monday to Friday. There may be a requirement from time to time to start work earlier or finish later as the role develops and there is potential for an increase in the number of hours offered after a satisfactory assessment period. Annual leave: n/a			
Duties and Responsibilities			
This job description is designed to give an overview of the tasks and responsibilities for this position. The production (sewing and art/design) departments will however evolve and grow over time to meet			

business and market demands. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

The role of the Production Technician is to support the Sewing team in the studio where we manufacture traditional sewn and quality printed flags, and ROOF, the innovative coatbag we have developed with UWTSD to alleviate homelessness.

Understanding scale and ability to accurately measure and calculate dimensions is essential. This doesn't involve Maths to A'level standard but it does involve a lot of common sense, and so a practical understanding of calculations and accuracy is the minimum required.

If you have good practical skills and can work quickly and accurately, this job could be ideal for you. You will need an eye for detail and good levels of concentration. You will also need to be able to work alone as well as part of a team as required.

You will need a basic understanding of sewing and garment construction to be considered for this role.

Your duties as a Production Technician Cutting Room Assistant may include (but are not exclusive to):

- Good at following instructions
- An interest in textiles and fabrics
- Calm under pressure and able to work to strict deadlines
- Clean and precise methods of working
- Ability to follow instructions and willingness to learn
- Methodical thinker
- Pattern making
- Tracing patterns and artwork
- Assisting the Production Lead
- General studio duties
- Checking that finished work is without fault
- An understanding of patterns and grading
- An understanding of a creative studio environment / workshop / studio
- An artistic aptitude – sometimes its quicker to draw by pencil than digitally
- Cutting with scissors in a straight line (not as easy as it sounds) – measuring and cutting fabric
- Waste management and use of waste fabrics
- Organisational skills
- Confidence in your own ability
- Not afraid to ask questions about work

• Precise pinning multiple layers of fabric • Using lightboxes and tracing paper and fabric • Checking that finished work is without fault • Following health and safety guidelines. Full training will be given but a basic knowledge from which to start is important. You will work with a variety of fabrics including polyester, cotton, canvas, rope and others.			
Essential skills			
• A good understanding of measuring and measurements • Computer literate • Excellent attention to detail • Conscientious attitude • Articulate and grammar-conscious - oral and written • Well mannered • An understanding of filing systems • Level headed • Ability to learn and diversify skills • Organisational skills • Good level of self-presentation • Team player • Ability to take the initiative • Good humour • Confidentiality a priority • Honesty a pre-requisite.			
Desirable skills			
• Full clean driving licence • Previous experience of role advertised, although full on the job training will be given to the right person • Good telephone manner • An interest in flags and vexillology; the manufacture of textile goods; best business practice • A flair for design and an imagination to challenge the norm.			
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Last updated by:	Jo Ashburner Farr	Date/time:	1 st July 2018

Please note – no covering letter, no interview.

Job Title:	Production Technician, sewing room	Job Code/ Req#:	RDM2018-PTS(I)
Location:	Red Dragon Manufacturing Ltd Jesmond House 75 Walter Road Uplands, Swansea SA1 4QA PLEASE NOTE THAT THIS MAY CHANGE	Travel Required:	Occasional (pan Wales)
Level/Salary Range:	National living wage rate per hour upon successful completion of 1x week assessment	Position Type:	Part time 16 hrs (5, 5 and 6 hrs per day between Monday and Thursday inclusive) – internship to a value of £1,000 over 3x months
HR Contact:	Jo Ashburner Farr, CEO	Date posted:	July 2018
Will Train Applicant(s):	On the job	Deadline for applications:	ASAP
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Subject Line: Application for position of Production Technician, art and design - internship			
Job Description			
Reporting to: Operations Director			
Hours of work: 16 hours per week. Usual working hours are 9.30am – 5.30 pm (flexible) Monday to Friday. There may be a requirement from time to time to start work earlier or finish later as the role develops and there is potential for an increase in the number of hours offered after a satisfactory assessment period.			
Annual leave: n/a			
Duties and Responsibilities			
This job description is designed to give an overview of the tasks and responsibilities for this position. The production (sewing and art/design) departments will however evolve and grow over time to meet			

business and market demands. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

The role of the Production Technician is to support the Sewing team in the studio.

Sewing machnists stitch pieces of fabric together to make textile products of every description. In our case it is in the manufacture of traditional sewn and quality printed flags, and ROOF, the innovative coatbag we have developed with UWTSD to alleviate homelessness.

Understanding scale and ability to accurately measure and calculate dimensions is essential. This doesn't involve Maths to A'level standard but it does involve a lot of common sense, and so a practical understanding of calculations and accuracy is the minimum required.

If you have good practical skills and can work quickly and accurately, this job could be ideal for you. You will need an eye for detail and good levels of concentration. You will also need to be able to work alone as well as part of a team as required.

You will need a basic understanding of sewing and garment construction to be considered for this role.

Your duties as a Production Technician in the Sewing room may include (but are not exclusive to):

- Clean and precise methods of working
- Ability to follow instructions and willingness to learn
- Methodical thinker
- Changing machine settings for different jobs
- Feeding garment or textile sections through a machine
- Stitching together full flags, banners and bunting (or whatever is required)
- Checking that finished work is without fault
- Carrying out basic maintenance, such as cleaning and oiling machines
- An understanding of cutting fabrics and sewing pieces together
- An understanding of a creative studio environment / workshop / studio
- An artistic aptitude – sometimes its quicker to draw by pencil than digitally
- Cutting with scissors in a straight line (not as easy as it sounds)
- Waste management and use of waste fabrics
- Organisational skills
- Precise pinning multiple layers of fabric
- Using lightboxes and tracing paper and fabric
- Checking that finished work is without fault

• Following health and safety guidelines. Full training will be given but a basic knowledge from which to start is important. You will work with a variety of fabrics including polyester, cotton, canvas, rope and others.			
Essential skills			
• A good understanding of measuring and measurements • Computer literate • Excellent attention to detail • Conscientious attitude • Articulate and grammar-conscious - oral and written • Well mannered • An understanding of filing systems • Level headed • Ability to learn and diversify skills • Organisational skills • Good level of self-presentation • Team player • Ability to take the initiative • Good humour • Confidentiality a priority • Honesty a pre-requisite.			
Desirable skills			
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Please note – no covering letter, no interview.