

Graphics and Production Technician

Job Summary

As a member of the Marketing Communications and Research (MCR) department, the Graphics and Production Technician assists with the creation and production of Company marketing collateral and other in-house print projects. Daily tasks include graphic design of corporate materials, preparing projects for print and finishing printed pieces using in-house bindery equipment to prepare pieces for distribution. Once a project is finished, the Graphics and Production Technician helps close the job by making sure proper files are kept for compliance purposes per department and Company procedures. This position works closely with the Creative & Production Supervisor in conceptualizing ideas, prioritizing projects and meeting deadlines. This position reports to the manager of the Marketing Communications and Research (MCR) Department.

Primary Responsibilities

- Clear understanding of the Company's brand and image
- Ability to translate simple project assignments into thoughtful designs that meet the project requestor's stated need for internal communication materials, e-signatures, recomplies, TV images, and some social media.
- Print daily on-demand print requests
- Work closely with Creative and Production Supervisor and graphic design team to prepare, schedule, and finish production of print materials
- Create and review print order forms with graphic designer
- Work with external printers and vendors to request and compare print bids for external print jobs
- Material bindery such as folding, collating, hole drilling, cutting etc.
- Maintain print shop cleanliness and all equipment within, as well as the department's warehouse area
- Safely operate printing and publishing equipment including, but not limited to:
 - Baum 2015 folder/perforator/scorer
 - Baum 52 paper cutter
 - Paper drill and padding equipment
 - Xerox Versant 180 & Xerox Color 1000i and Fiery software
 - Any graphic arts equipment that may be obtained in the future
- Maintain Logo Merchandise inventory and orders as well as research and provide suggestions for new items for the Logo Merchandise Store
- Maintain tradeshow/sales meeting materials and orders
- Order supplies and checking in received orders



Additional Responsibilities

- Place and distribute company paper orders as needed
- Data entry and filing support
- Assist with other tasks in the MCR department, as assigned and/or within other departments throughout the building on an as-needed basis and/or as it coordinates with print shop duties

Qualifications

- High school diploma required. Some college a plus.
- Basic computer skills specifically in using MS Word and MS Excel required
- Graphic arts knowledge and knowledge of MAC computers
- Experience with Image editing and creation software such as Photoshop, Illustrator and InDesign
- Demonstrate design experience supported by design samples
- Previous print shop or finishing experience a plus
- Detail oriented and accurate in all work areas
- Willingness and ability to operate finishing equipment safely
- Willingness and ability to spend a portion of the workday standing, and to perform physically demanding duties such as lifting, climbing, bending and handling of heavy boxes
- Good oral and written communication skills
- Time management skills
- Strong organizational skills
- Customer service-oriented and quality/accuracy focused

*College or university must be sufficiently accredited and listed in the U.S. Department of Education Accreditation Directory.

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