



8337 Green Meadows Drive
Lewis Center, OH 43035
614.575.1515
creativepaletteinc.com

JOB DESCRIPTION

PRODUCTION ARTIST / PRE-PRESS TECHNICIAN

Reports to: VP of Design-Driven Account Management

Position Overview:

Detail-oriented and creative Production Artist / Pre-Press Technician will be responsible for preparing and optimizing files for print production, ensuring the highest quality standards. The ideal candidate will have a strong understanding of print production processes and a keen eye for detail.

Key Responsibilities:

- **File Preparation:** From client's or in-house design intent (from design decks, meetings, site visits, etc.), review and prepare digital artwork for print, ensuring all files meet technical specifications, and manufacturing requirements.
- **Proofing:** Generate and review digital and physical proofs, providing feedback and making necessary corrections. Helps translate intent into shop ready specifications.
- **Pre-Press Setup:** Set up print-ready files, including color correction, image optimization, and layout adjustments.
- **Collaboration:** Work closely with designers, project managers, and production teams to adequately establish a successful timeline for completion of all production art and prepress projects as it relates to internal needs, client needs, and the current and future workflow, and accurate project execution. Assisting the design and art curation departments as needed.
- **Quality Control:** Be responsible for quality checking and color approvals for internal needs and/or customer proofs and final prints with the assistance from managers.
- **Troubleshooting:** Identify and resolve any issues that arise during the pre-press process, including file errors and print discrepancies.
- **Documentation:** Maintain accurate records of projects, including specifications, proofs, and revisions. Download files from ftp sites, organize and archive files.

Qualifications:

- Experience in Graphic Design, Print Production, or a related field (or equivalent experience).
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and pre-press software. Good with outlining objects, creating clipping paths, tweaking backgrounds, using the pen tool, creating masks, cropping, resizing, and minor retouch.
- Knowledge of print processes (offset, digital, large format) and color management.
- Knowledge of CNC cut processes and file needs for laser, router, etc.
- Eager to learn new skills and techniques.
- Read floorplans and have strong knowledge of colors, materials, and substrates.
- Understanding of various substrates and their limitations.



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- Strong math skills: need to be able to convert sizes, work with measurements, calculate and spec sizes accurately.
- Detail-oriented with strong problem-solving skills and the ability to adapt to changing client needs and priorities. Strong attention to detail and a passion for quality.
- Excellent communication skills and ability to work collaboratively in a fast-paced environment.
- Flexible, multi-tasker, ability to juggle various projects and prioritize as needed. Proven ability to coordinate and manage multiple projects simultaneously, ensuring timely and accurate delivery. Deadline -oriented.
- Prior experience in a print production or pre-press role is preferred.

Key Performance Indicators:

- 48-hour turn around on proofs for client review.
- Immediate release of production ready files upon proof approval, exceptions made for items such as ADA signage or high quantity batches that need placed on press pages after proof approval.

Day to Day Expectations:

- Assess and prioritize jobs
- Provide continuity of intent from client through to production.
- Setting up production ready art, confirming client files are usable
- Creating proofs or shop drawings, and confirming specs
- Pre-press and releasing of production files
- Troubleshooting print or production issues as they arise