

Job Title: Pre-Press Technician

Department: Pre-Press

Reports To: Pre-Press Manager

Wage Type:.....Hourly

Normal Working Hours.....8:00a to 4:30p, Monday thru Friday

Lunch Hour.....12:00p to 12:30p.

Summary

Work to design, build, repair, alter and prepare files for either digital print or platesetter output.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Knowledge of Adobe Creative Suite of programs is a must.
- Work with customers to create and/or modify original artwork for brochures, catalogs, business cards, letterhead and other commercial printing projects.
- This position also requires a knowledge of Microsoft applications.
- Technician must be able to type a minimum of 35 words per minute.
- Technician will have an opportunity to work with customers to help educate them in proper file creation.
- Must be able to meet tight deadlines.
- Must demonstrate design and layout knowledge and be able to translate knowledge into appealing practical layouts.

Job Requirements / Qualifications

Will be responsible for learning computer applications which apply to the Graphic Arts Industry. Training on digital and conventional output devices, preparation of digital press, and make ready PDF files. Understanding of total print shop environment. Tech. must also work to develop familiarity with Windows operating system and corresponding graphics applications.

Physical Demands

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job may require sitting for extended periods of time for the input of computer data.

Work Environment and Environmental Conditions

Work is performed indoors in an office setting. There are no major environmental or safety hazards.

Education

High School Diploma and / or 2-Year Community College Degree or Vocational School preferred.