



Poor Richard's Press

SINCE 1947

Position Posting

Technical Prepress Specialist

Poor Richard's Press is seeking a talented Technical Prepress Specialist to assist the Premedia Department with all things prepress, ranging from emerging technologies to data management. We are a business branding company that has served the western United States since 1947. As the years have passed, we continue to cater our services to the constantly evolving demands of different communication mediums. Poor Richard's Press is the one-stop shop for print, apparel, design, web, promotional and mailing service.

Candidates should have plenty of experience in graphic design, branding, creative processes, workflow automation and data management. Candidates will execute integrated, multi-platform campaigns on behalf of Poor Richard's Press—knowledge of multimedia is essential. They will prepare prepress graphics and text to job specifications/requirements accurately and effectively.

As the Technical Prepress Specialist and a member of the Production Team, you are accountable for meeting the department production and quality goals, as well as playing a key role in meeting company-wide profitability and customer satisfaction goals.

The ability to effectively interact with all employees of Poor Richard's Press, regardless of position, is a must. Candidates need to be able to manage multiple projects at once, and prioritize in terms of importance to the company and/or project at hand. Candidates should also be comfortable making informed decisions.

A four-year college degree in an area related to print, apparel, design, web or mailing or the equivalent in experience is required.

Qualifications

- Minimum of two years education in graphic design and advertising (or equivalent experience)
- Extensive knowledge of Adobe Creative Suite
- Excellent typography and layout skills
- Work independently or in a team environment
- Manage multiple, concurrent, short to long-term projects from concept through completion
- Effectively communicate information and respond to questions from groups of managers, coworkers and contractors
- Excellent organizational and time management skills with a high degree of flexibility
- Design and execute multimedia campaigns
- Knowledge of PDF and postscript files and PDF plug-ins
- Ability to prepare and send files for output to offset and digital print devices
- Receive, store and catalog files according to existing procedures
- Knowledge of computers (Mac and PC), scanners, laser and color printers and RIPs
- Offset and digital print production experience preferred

Responsibilities and Duties

- Perform duties as outlined on job tickets
- Coordinate with Production Team to produce and prioritize jobs
- Communicate effectively with management and team members to guarantee both sales and client objectives are met
- Follow systems and procedures outlined in the company manuals
- Comply with all OSHA safety requirements
- Maintain a clean and well-organized work environment
- Provide necessary digital/graphics training to sales staff as required
- Provide Project Managers with proofs and see that proof deadlines are met

If you're ready to work with our fun and hardworking team as a Technical Prepress Specialist, please stop by the office or submit a PDF of your cover letter and résumé to info@prpco.com.