

Position Description

Position Title:	Print Production Designer
Reports To:	Senior Manager, Print Design
Department:	Creative
FLSA:(Exempt/Non-Exempt)	Exempt
Band/Level:	

Position Summary

The purpose of the print production position is to ensure files for print materials are accurate and have appropriate approvals, to prepare and send the files to outside printers, to review and confirm that the files sent and received are correct, to and archive these files for future use and accessibility by other employees. The print production designer is responsible for guiding the materials—such as stock-up mailers and catalogs—through the editing and approvals process, ensuring tasks are completed on schedule, and making sure that the materials distributed to our customers are of the high quality they expect from Healthy Directions.

Duties and Responsibilities

- Prepare art files to be sent to print vendor.
- Send art files to printer and notify printer, print buyer, and marketer that files have been sent.
- Update, correct, or edit files for accuracy and quality.
- Route designs to various team members for approvals and communicate information about the specific project (typically using JobSuite or e-mail).
- Create art for small projects.
- Review proofs and bluelines of print materials to ensure accuracy and quality.
- Meet to discuss new projects/efforts and to determinate what direction will be taken.
- Prepare files and create PDFs to be archived per specific guidelines.
- Perform other duties as assigned.

Education and Experience

- Associate Degree from an accredited college or university in related profession/field.
- 1-3 years experience required

Preferred Qualifications

- Excellent oral and written English Communication skills.
- Excellent time management skills.
- Excellent organizational skills.
- Excellent project management skills.
- Excellent multitasking skills.
- Excellent team work skills.
- Good working knowledge of Microsoft Office for Mac.
- Excellent working knowledge of Adobe Creative Suite CC (InDesign, Illustrator, Photoshop).

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Position Description Approvals	
Dept. Senior Executive:	
Date Approved:	
HR Representative:	
Date Approved:	