



Production Artist

Seeking detail oriented Production Artist

Do you love to create organization out chaos, track down the details and build airtight production files? Are you masterful at production design, juggling competing requests, collaborating with teammates and meeting challenging deadlines? Do you live and breathe accuracy and possess the ability to simplify complex file builds for print and online?

Position Overview

Production Artists work under the guidance of Designers, Design Directors, the Production Manager and Creative Director with direction from staff to provide production assistance and support to the creative team throughout the various stages of the design and implementation process.

Position Responsibilities

The Production Artist is responsible for driving successful executions of approved design solutions into final mechanical stages following file hand-off from design team. The Production Artist works closely with the designers and production manager to facilitate design development and complete final job deliverables while maintaining project profitability. Key responsibilities include coordinating contributing factors of production design with design staff; coordinate pre-production mechanical schedule with account and production manager; extend designs to ancillary components; comping and prototyping; photo imaging and color correction; data entry, template development, strong understanding of appropriate color space use and brand management; mechanical asset generation; file maintenance, localization/translations and proofing. Handle postproduction quality assurance protocol; including authentication of design specifications; generation of pre-press mechanical schematics; final electronic file inspection; electronic file transfer; job closure; data archiving/retrieval, file management (super clean files). Contribute to the successful outcome of creative and production meetings, work sessions and postmortems with production, account services, design team and vendor during planning, design and implementation phase. Duties may also include other general studio tasks and administrative support such as data entry to support database management.



Position Essentials

Mastery of essential software such as, but certainly not limited to, Photoshop, InDesign, Illustrator, Freehand, Acrobat Pro, Fetch and Microsoft Office suite with specific emphasis in PowerPoint and Word style sheets and formatting for template documents. Comprehensive knowledge and experience with building press ready mechanical files. Experience with web software applications such as Flash, Fireworks, Dreamweaver and Cascading Style Sheets, HTML, Java script coding, and light experience with the preparation of art for video and flash are also a plus. Must be familiar with basic concepts (layer masks, clipping masks, channels, smart objects and the difference between RGB and CMYK). Ability to work in both Mac and PC platforms.

Application Criteria

Open to candidates with: 2-3+ years of applied brand and production design experience with exposure to brand strategy, identity development, print and digital marketing materials, websites and interactive projects, trade shows and events, packaging and advertising projects; Effective verbal and written communication skills; Strong interpersonal skills (open, friendly and supportive attitude) and outstanding work ethic (proactive, team oriented approach, get it done right, on time, on budget); Who are willing to work on-site in McMinnville, OR.

Interested candidates must provide 1). resume, 2). examples of before and after work solutions via an online portfolio, 3). a cover letter that "sells" your capabilities and clearly articulates your personal methodology on the practical production steps taken to achieve success for each project under your watch, and 4). personal references of outstanding/quality work conducted during your career.

- This is not a design position. It is a support position to design.
- Open to local and regional candidates only.
- Qualified candidates are considered first.
- Salary based on experience and demonstrated skills.
- Please email information with "Production Artist Inquiry" as the subject line.
- No phone calls please.

jobs@creativeco.com

Creative Company, a strategic branding and communications firm that has been crafting key messages, reaching a wide range of audiences and compelling response for more than 30 years. Our work encompasses positioning, messaging, brand identity and brand programs and ongoing client strategy and direction. Our clients range from food products to non-profits to healthcare to telecommunications. We are known for our strategic insight, the power of the image and brand we create and bottom-line results.

