**Job Title:** Production Artist **Classification:** Non-Exempt

**Reports to:** Art Coordinator

**Job Summary:** To create and typeset print ready art files in support of our company vision to be our customers’ favorite supplier. Work involves meeting specific requirements based on customer specifications, production standards, and industry regulations by reading purchase orders, quotations, and supporting production documents, communicating with other departments, scanning and saving files, and completing quality inspection of work performed.

**Essential Functions:**

* Read all assigned work orders and quote requests
* Create and/or typeset print-ready art files using Illustrator and InDesign
* Comparing finished art files to work orders, quotations, or other supporting documents to ensure customer and production requirements are being met
* Proofread and use spellcheck on every job to ensure order accuracy
* Save and scan approved art files to proper location
* Communicate with coworkers and other departments for clarification of order details when necessary
* Stay organized and work independently to meet deadlines
* Assist teammates and/or other departments depending on workflow
* Must be able to work overtime as requested
* Perform other duties as required or assigned

**Additional Responsibilities:**

* Report all unsafe activities to Plant Manager, Safety Director or Human Resources
* Be punctual and dependable – arrive on time to maximize your availability to our customers by being accountable for your assigned work shift
* Adhere to company policies in regards to personal phones, headphones, and use of the internet
* Take direction from and communicate respectfully with others regardless of age, gender, race or religion
* Attend department and company meetings, and participate in proactive team efforts to meet goals
* Comply with all safety and environmental rules, regulations and guidelines, including PPE (Personal Protective Equipment) requirements, when applicable
* Participate in cross-training within and outside of home department as needed
* Perform general housekeeping duties to keep works areas clean and free of debris

**Physical Requirements and Working Conditions:**

* Ability to perform essential duties while sitting at work station
* Ability to perform such actions as typing, reading, and reaching continuously throughout shift
* Ability to prioritize and process documents on a regular basis, with consistent exposure to a computer

**Required Knowledge, Skills, and Abilities:**

* Good command of the English language, both written and verbal
* Good reading, spelling and comprehension skills
* Must demonstrate a high attention to detail
* Good computer skills/ability to learn and operate software
* Demonstrate proficiency with Adobe Illustrator and InDesign
* Demonstrate good understanding of basic math functions
* Good typing skills

**Required Experience and Education:**

* 3-6 months’ experience with required software programs: Adobe Illustrator and InDesign (CS6)
* 1-yr certificate from college or technical school or 3-6 months’ related experience and/or training or equivalent combination of education and experience

I have read and understand this description of the position noted above:

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Signature of Employee Date

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Employee Name Printed

*This position description is not intended to be a detailed description of every duty and job responsibility. Incumbent may be called upon from time to time to do miscellaneous unrelated and related duties. Incumbent may also be nominated to participate in personal development training for the purpose of career development. This position description has been approved by all appropriate levels of management.*