



Prairie State Group

Job Title:	PrePress Computer Technician	Position Type:	Fulltime
Department/Group:	Pre-Press	Reports To:	CS/PrePress Manager
Back Up:	PrePress Lead		
Job Description			
<p>Summary of Position</p> <p>Generate and manipulate layout of customer supplied artwork using computer-aided graphics/software for the flexographic industry.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> ● Pre-flight customer supplied art for printability issues, both flexible packaging & label art ● Proof art files for customer approvals ● Set up files for plating by trapping / stepping / distorting art ● Ability to make plates ● Make changes to art files during proofing process ● Attend prepress meetings to ensure art files meet print specifications ● Output digital files for plating ● Develop design concepts by evaluating space requirements, type size and style, spacing, and graphics when needed ● Maintain prepress files <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> ● Knowledge of Esko software strongly desired ● Comfortable with Macintosh operating system ● Extensive knowledge of Illustrator ● Working knowledge of Adobe Creative Suite ● Ability to multitask in a fast paced environment while meeting deadlines ● 3+ years in the printing business ● High school diploma or equivalent required <p>Preferred Skills</p> <ul style="list-style-type: none"> ● Active Listening, Speaking, Service Oriented, Critical Thinking 			
Reviewed By:	Michelle Talko	Date:	5/7/2018
Approved By:		Date:	
Last Updated By:	Anna Pawelczak	Date:	5/7/2018