

# Graphic Designer/Production Artist

White Horse Graphics – Muncy, PA 17756

We are looking for a Production Artist to manage creative projects, ensuring they meet clients' requirements. Your role will be to take on designs from idea concept to final stages of development to ensure accuracy and prepare them for vinyl production. To be successful in this position, you should combine strong creative and technical skills to format various images and illustrations. You should have an eye for detail and able to manage multiple projects at the same time. Ultimately, you will ensure our print and digital designs meet high quality standards.

## Responsibilities

- Liaise with clients or manager to define design requirements
- Translate a client's vision into a consistent compelling brand, ranging from apparel designs to large scale vehicle graphics.
- Review graphics, layouts and fonts before projects are completed
- Finalize designs using image editing software (Adobe Illustrator, Adobe Photoshop and Flexi Sign a Plus)
- Retouch images to improve quality both in print and digital formats
- Suggest and apply image improvements, like creating gradients and layers
- Manage process for print files and production set up
- Follow deadlines to ensure timely production time
- Archive produced images and graphics
- Follow up with clients to ensure their requirements are met
- Keep up-to-date with trends in graphic design techniques and software
- Willing to learn application processes and able to complete every aspect of the design job start to finish. Including and not limited to production, preparation and application, whether it be at our shop or onsite installation.
- Able to stand on ladders for long periods of time during application.
- Jump in and help with any aspect of the business when and where needed, no questions asked.

## Skills

- Proven work experience or degree as a Production Artist, Graphic Designer or similar role (Sign or Graphics Shop experience a plus).
- Portfolio of completed graphic designs and creative projects
- Hands-on experience with graphic design software and image editing tools
- Answer phones, take messages, as needed.
- Assist or complete additional tasks as needed around the shop.
- Punctual
- Self-Starter
- High Attention to Detail
- Patient
- Must have reliable transportation
- Customer Service Skills a plus
- Starting Pay depending upon experience.

(Adobe Illustrator, Adobe Photoshop and Flexi Sign a Plus)

- An ability to manage multiple projects and meet deadlines
- Creativity skills with attention to detail
- AAS or BSc degree in Visual Arts, Graphic Design or relevant field
- Knowledge of sign substrates and vinyl materials a plus

Benefit Conditions:

- Only full-time employees eligible
- None at this time

Hours per week:

- 30 hrs minimum for part time
- 40 hours minimum for full-time

Available work shift options:

- 8 hour shift available
- 80 hours in 9 Days shift available (every other Friday off)
- 4/10 hours days a week
- Day shift
- Monday to Friday

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

Job Types: Full-time, Part-time

Salary: Based on experience

Benefits:

- Flexible schedule
- Paid time off

Schedule: 8 hour shift - Monday to Friday

Education: Associates Degree or Bachelor's Degree