COME JOIN THE TEAM!

Insta Graphic Systems has a great career opportunity in the Art Department. We are seeking a highly motivated individual to join our Team. As an Entry Level Production Artist you will have the responsibility to prepare art files and layouts for graphics to be screen printed or digitally imaged. Verify that customer supplied art meets product requirements. Make adjustments to art as needed and send proofs for customer approval. Operate computer and other peripheral electronic equipment to complete the job. Assist Sales and Sales Support staff with various art specifications for quoting purposes. Please send us your resume from the Careers section of our website.

What you'll do:

- Creates color separations with trapping, chokes, spreads, and backers as required.
- Alters artwork to enlarge, reduce, or meet line weight requirements of various transfer products.
- Creates art files with cut path for digital transfer printing.
- Create color separations with trapping, chokes, spreads and backers as required.
- Reviews production layouts and suggests improvements as needed.
- Reviews incoming artwork sent by customers via email and file transfer. Documents file info and distributes to Sales staff.
- Reviews and inspects work from other artists for accuracy and completeness.
- Maintains cleanliness of work area and equipment.
- Prepare proofs of artwork for customer approval, showing necessary changes for print reproduction according to instructions of client or supervisor. Revises proofs with customer changes or corrections.

Who you are:

• MUST be very proficient in Adobe Illustrator
• MUST have Photoshop experience and knowledge of graphic design concepts
• Must have good color vision
• Must be detail oriented, able to take direction and work and think independently
• Proficiency with Mac OS and Adobe PDF
• Proficiency with MS Word, Excel and Power Point a plus
• Positive attitude and willingness to take on multiple tasks
• Ability to work with tight deadlines and adjust to changes in job priorities
• Good verbal and written communication skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and or/ Experience:

High school diploma or general education degree (GED) with emphasis in computer design; or one to three years related experience and/or training; or equivalent combination of education and experience.

What we offer:

• Competitive Salary
• Comprehensive benefits package including: medical, dental and vision.
• 401K Plan
• Paid time off and Holidays

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required. Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V