



## Job Description

**POSITION:** Digital Press Operator

**LOCATION:** Studio

**DEPARTMENT:** Production

### POSITION SUMMARY

Produce high quality fine art prints in house.

### GENERAL RESPONSIBILITIES

Responsibilities include but are not limited to:

- Set up and run EPSON STYLUS Pro 9900 or other large format printers
- Assist design team in preparing pre-press files
- Manage the production of Giclee prints, including setting up, color management, trimming/cutting, clear coating, inspecting (quality control), etc.
- Organize rejects, overruns and damaged prints
- Manage digital files, including archiving, removing, etc
- Competent to analyze image quality, and improve color consistency
- Maintain the printer, including minor repairs, troubleshooting, ink system, working with technical support provided by the vendor, etc.
- Familiar with various stock including paper and canvas
- Any other projects as assigned

### SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities

### WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Requires working in a normal business office environment
- This role will require significant time spent travelling
- This role will require significant time spent on the telephone and sitting

## QUALIFICATIONS & EDUCATION

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.

- Very organized, detail-oriented and able to multi-task
- Must have at least 3 years experience as a large format Digital Press Operator
- Must have intermediate to advanced computer skills, including efficient with Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Image Print
- Experience with offset press is preferred
- Silk screen experience is required
- Good analytical and problem solving skills
- Associate Degree is preferred; 4 years up to and including 8 years experience in a production environment or equivalent
- Demonstrable ability to manage multiple products simultaneously and capability to work well in a dynamic, demanding and collaborative environment