

Production Artist -Primary Art Responsibilities at Mind's Eye Graphics

- Will be using a PC based Adobe Creative Cloud workstation and regularly interface with multiple industry specific RIP and software platforms.
- **Familiarity and high comfort level with Adobe Illustrator and Photoshop is REQUIRED**
- All production scheduling, planning and management is done in a File Maker based database.
- Coordination with customer service, production and operations to meet customer delivery targets.
 - Everything for the next production day is complete the day before, hopefully 3 days in advance
- Manage digital archives with unique identifiers of
 - Spec art
 - Customer art approvals with multiple version
 - Final art saved as a design file
- Basic Clip art manipulation and google searches for specific art components.
 - Rebuild customer provided art such as an online proof from another decorator
 - Rebuild art from various customer provided art targets, such as an existing garment
- Pre-flight customer provided artwork regarding suitability for decoration method and substrate selection
 - Art will not fit properly on everything from a 2T to 5X, hoodies, materials etc,
 - Resize/reconfigure for various multiple substrate projects.
- Creation of art approval spec information for submission to customer for approval
 - Visual proof representing artwork, garment, colors and image location/size
 - Black/white inversion etc revisions to accurately represent what print will look like.
- Revision of art work after customer review, make suggestions for production improvements.
 - Revision of art per customer requests, bigger smaller, bolder, redder, etc.
- Production art preparation/manipulation after customer approval.
 - Preparing production art including:
 - Under base creation, if required
 - Line count and halftone recommendations as required
 - Highlights if required
 - Cut lines if required
 - Simulated process color choices if required for secondary and tertiary colors
 - RIP or store artwork as required for production utilization
- Coordination with operations for last minute revisions and customer requests

OTHER DUTIES

- Creation of speculative sample art to support marketing and sales growth

- Creation and maintenance of company digital media resources
- Reports directly to Operations Manager

Production Artist - Daily responsibilities

- Typical working hours are daily 8-5 PM to be coordinated with operations manager.
- 60 minutes for lunch to be coordinated with other front office staff.
- 25 % of average time will be devoted to basic clip art manipulation and proofing of customer supplied art for approval
- 25% of time will involve creation of color separation, special underbase and high light layers for production efficiency. Also involved will be image size and complexity decisions dependent on garment size and construction
- 25% of time will be templating of art for decorated apparel production
- 25% of time will be digital art prep for various decoration methods and preparation of artwork for company store applications for on-line sales and marketing. May include daily maintenance of MEG social media presence
- **Wage starting range of \$12-18 per hour highly dependent on skill set upon start of employment.**