Preflight Specialist

General responsibilities: serve as consultant to project teams in developing and producing projects; preflight to ensure high quality files for print and/or digital delivery; manage vendors and identify concerns affecting quality, time, and cost, and recommend solutions; manage project archives

Specific operating responsibilities:
- Serve as technical consultant for preflight considerations for both print and digital delivery
- Preflight and troubleshoot file related issues for all projects
- Maintain consistency with branded elements
- Create and verify barcodes for print products
- Check the technical elements on hard/soft proofs
- Work closely with vendors and internal print on demand staff to ensure high quality finished products
- Attend press checks
- Update project information in database and notify others of changes
- Manage organization of electronic files for current and archive projects
- Update files as corrections are needed
- Maintain files and metadata for digital products
- Upload digital products to distributors
- Add interactivity to digital files as needed
- Create E-Pubs using InDesign
- Color correct images as needed
- Work back and forth between Mac and PC for various tasks; troubleshoot platform issues; maintain fonts for both platforms
- Keep up to date on new technology and software related to department functions
- Implement, document, and refine processes related to preflight
- Other duties as assigned

Knowledge and Skills:
- Degree in graphic design/production, commercial art, or other related field
- Proficiency in Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Acrobat); Microsoft Office 2007 or higher (Word, Excel, PowerPoint); Mac and PC platforms
- Knowledge of technology related to print production
- Team player, positive attitude, organized, detail-oriented, self-motivated, willing to learn, strong interpersonal and communication skills
- Knowledge of mobile devices a plus

Please send resume with cover letter and/or COVER VIDEO to: humanresources@smp.org