

Art Production Manager

Bay Imprint is looking for a detail-obsessive, full-time Art Production Manager to reinforce our deadline-reverent squad in Easton, Maryland.

RESPONSIBILITIES

- Responsible for preparing proofs, recreating and creating original graphics, scanning art, production design, and file prep for engraving, printing, and embroidery applications
- Responsible for producing color separations for screen printing, printing transfers, engraving plates, assisting with vinyl production, and other art production tasks
- Performs some administrative responsibilities such as digital file organization, and cooperating to maintain our internal database of orders
- Interacts daily with clients through phone calls, emails, and in-person meetings

QUALIFICATIONS

- 8-10 years combined education and experience in graphic arts or related field
- Proficiency in Illustrator and Photoshop
- Familiarity with InDesign, Word, and Excel
- Dexterity working in PC and Mac environments

THE IDEAL CANDIDATE WILL POSSESS...

- Ability to multitask and switch quickly between tasks in a fast-paced environment
- Capacity to patiently take direction from clients
- Shrewd proofreading skills
- Strong design sense
- Ability to work and troubleshoot independently
- Desire to work with and create art for different production processes
- Proven ability to work patiently and kindly with clients

WE OFFER

- Salary commensurate with experience
- Paid vacation leave
- Paid sick leave
- Health and retirement benefits
- Flex time; evenings and weekends free

ABOUT US

Bay Imprint is a boutique ad-specialty business that has been providing custom screen printing, embroidery, engraving, and promotional product solutions to the businesses, government agencies, and non-profits of the Mid-Atlantic and beyond for over 35 years.

Only applicants who send letter, resume, references and work samples to info@bayimprint.com will be considered. References will not be contacted until final phase of hiring process.