

**JOB DESCRIPTION**

**Job Title:** Prepress Technician

**Supervisor:** Teri Nolden

**FLSA Status:** Hourly**Department:** Prepress Department

**Supersedes Date:** 2/20/2017

**Revision Date:** 9/26/2019

**Job Summary:** Effectively and efficiently perform all operations of the prepress department including page processing, imposition, proofing, variable data and platemaking. Work cross functionally with Prepress manager, front office, and operations personnel to provide most cost-efficient solutions to meet customer requirements.

**Job Duties/Responsibilities:**

1. Responsible for digital plate and digital proof output of customer projects.

* Check job ticket and supplied samples to be sure that all job instructions necessary to complete the job are correct and present;
* Review customer supplied documents to determine all necessary adjustments;
* Responsible for the correct layout of imposed pages within press, bindery, and paper limitations;
* Responsible for processing variable data files.

1. Process customer files including layouts, fonts and images. Submit final proofs for customer review and approval. Consult Project Manager with problems and unclear instructions.
2. Follow quality control measures to double-check that all manufacturing procedures are followed.
3. Make periodic adjustments to equipment such as calibration, cleaning, routine maintenance, including changing plate processor chemistry.
4. Organize files (electronic and paper) in the proper folders for easy archival of jobs.
5. Continue to advance technical knowledge and provide instruction to customers on different prepress software especially on their uses for a commercial printing company.
6. Cross train on all job functions within pre-press including: page processing, imposition, variable data, proofing, platemaking, etc.
7. Comply with all safety procedures and good housekeeping requirements.

**Qualifications:**

* High school diploma/equivalency required. Trade/vocational school preferred.
* Minimum 2 years experience in prepress and/or a graphic arts related position.

**Physical / Mental / Technical Requirements:**

* Ability to perform basic arithmetic skills such as fractions and decimals, including ability to read a ruler in metrics and inches, as well as distinguish points and picas.
* Ability to distinguish colors.
* Knowledge of printing papers, characteristics and uses.
* Knowledge of offset printing process including finishing techniques.
* PC and MAC computer competency including knowledge of: Adobe InDesign, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Pitstop Professional, Kodak Prinergy and Preps.
* Ability to apply problem solving in both a team atmosphere as well as individually.
* Requires frequent standing, walking and bending.
* Frequent lifting 15-20 pounds; occasional lifting and carrying materials up to 50 pounds.
* Ability to work under the pressure of deadlines and schedules.
* Excellent verbal, written, interpersonal, and organizational skills.
* Strong knowledge of English grammar, spelling and punctuation.
* Knowledge of color management a plus.
* Knowledge of e-commerce a plus.

**Relationships:**

Daily contact with personnel from all departments as needed to meet customer demands.

**Scope:**

To maintain a competitive position, APC is required to continually monitor, evaluate and improve processes. All employees have the responsibility to actively contribute to the company’s continuous improvement process and are encouraged to approach any manager with suggestions or concerns.

This job description is a summary only. Employees may be asked to perform any other duties as required.