



Job Posting

Job title: Pre-Press/Production Artist

Location: Pala, CA (Tribal Training Print Source)

Application Deadline: Open until filled

Compensation: Minimum of \$23/hour. DOE.

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

**WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO
WE DO NOT OFFER ANY REMOTE POSITIONS.**

Job Summary

This position is responsible for pre-press and layout of client files for digital printing, large format, and preparing files for outsource orders. Also responsible for the design, layout and development of: newsletters, postcards, business cards, calendars, and other projects as needed.

Essential Functions

- Pre-flight customer orders and prepare files for print.
- Prepare customer files for mockups on vendor supplied templates.
- Pre-flight and loading material / printing of large format graphics.
- Prepare and process mailing list through Bulk Mailer software.
- Layout and design of newsletters, postcards, and other printed materials as directed by customers, on tight overlapping deadlines.
- Create & produce graphic design projects for commercial print shop.

- Track and manage orders through Ordant, our project management tool.
- Able to multitask and switch between projects as needed.
- Work with customers on finalizing designs and proof approvals pertaining to orders.
- Maintain quality and following procedures throughout the proofing and production process.
- Work in a team environment, collaborating and communicating effectively with other departments and customers to complete projects.

Job Requirements and Qualifications

Education: Associate's Degree or Degree/Certificate from design program preferred.

Experience & Requirements: Preferred 3-5 years (minimum 2 years) experience in design and prepress in a printing company.

- Proficient in design and production software including but not limited to Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat), MS Office (Excel, Word)
- Preferred experience in Smart Stream Designer and Pit Stop. (willing to train)
- Preferred experience in working with various RIP software (digital printing)
- Sign Shop or Large Format experience a Plus.
- Proficient in predominantly MAC environments. Position works solely on MAC based computers and software.

Skills: Must be able to communicate effectively and professionally in English via phone, email, and in person. Must be able to operate successfully under strict deadlines.

Physical: Ability to periodically lift 40lbs (w/assistance) or more to load and unload material into large format.

Conditions of Employment: Candidates are required to successfully complete a background check and drug screening.

Other Information

In addition to the essential duties listed above the Pre-Press/Production Artist is expected to:

1. Communicate regularly with supervisor about department issues. Must possess excellent communication skills both orally and in writing.
2. Demonstrate efficient time management and prioritizes workload daily.
3. Consistently report to work on time prepared to perform the duties of the position.

4. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 26 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg M. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-0323.

Note: The Application for Employment can be found at www.sctca.net, under the “About SCTCA” link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.