

J O B O P E N I N G

INTERVARSITY PRESS
430 Plaza Drive
Westmont, IL 60559
Phone: 630-734-4000 Fax: 630-734-4200

We are taking applications for this job as of July 21, 2017
Direct inquiries to Karin DeHaven
kdehaven@ivpress.com
See listing at ivpress.com/jobs-and-internships

Job Title: **Production Artist**
Supervised by: Art Director
Status: Full Time

PURPOSE:

To advance the purpose of InterVarsity Press, the position of Production Artist will work closely with the Art Director and Creative and Customer Engagement team to produce quality work and meet deadlines.

MAJOR RESPONSIBILITIES:

Covers

- Set up file for back cover design
- Create Epson Stylus printers proof
- Prepare and upload cover files for printers
- Prepare and distribute cover files for promotional use
- Maintain and organize digital book cover server

Promotional

- Execute production of catalogs and promotional material
- Print in house signage on proofer
- Update/change recurring forms, brochures and other promotional material
- Upload files to vendor sites

Contribute to the effectiveness of department

- Follow IVP style guide
- Project manage cover and promotional schedules
- Work with proofers to expedite corrections on covers and promotional material with great care and attention to detail
- Maintain logo and font archive
- Maintain digital archive of projects
- Handle file requests from internal customers
- Calibrate Canon Color Copier weekly
- Maintain and operate Epson Stylus proofer
- Provide general support as needed to designers and production artist

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- A thorough knowledge and experience in print production, working with printers, a plus
- Highly organized, attention to detail and able to work efficiently on multiple projects to meet tight deadlines.
- Team player with a customer service orientation
- High level of proficiency in OSX
- Software expertise in In-Design, Adobe Photoshop, Adobe Illustrator
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan. 1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8.