JOB DESCRIPTION

JOB TITLE: Print Production Technologist

JOB LOCATION: Kwayaciiwin Education Resource Centre, Sioux Lookout, ON

SUPERVISION RECEIVED: KERC Print Production and Publishing Coordinator, Print

Production Lead

SUPERVISION GIVEN: NA

DATE OF THIS UPDATE: December 2020

SALARY RANGE: $40,000 - $65,000

Job Summary

Print Production Technologist will aid the Print Production and Publishing Coordinator and Print Production Lead as part of a team of creative, thinkers and doers. The right Print Production Technologist is a problem-solver and analytical thinker. They have exceptional attention to detail and a passion for producing quality, dependable work.

Responsibilities:

• Good motor skills and the ability to do fine assembly

• Ability to check for defects and identify and distinguish between colors

• Experience in a start-up or pilot production environment

• Strong written and verbal English communication skills

• Ability to read and carefully follow instructions

• Excellent attention to detail and good organization

• Capable of working independently to a production schedule

• Capable of working on tasks and jobs assigned by Print Production and Publishing

• Coordinator and Print Production Lead to meet the needs of Kwayaciiwin, communities,

• any and all clients during working hours

• Capable of multitasking

• Capable of time management to meet priorities, deadlines and turnaround times of Kwayaciiwin, clients and communities for printed work and resources

• Knowledge and expertise of xerox printers and how they work/function, including printing presets needed to print books and other resources

• Capable of ordering stock/paper/ink/printer parts and maintaining inventory of ink and part for the printer

• Capable of general upkeep and maintenance of printers and inner workings

• Capable of contacting maintenance people immediately when printer needs maintenance beyond daily requirements of printing

• Set up files for printing which involves ganging up files, choosing proper stock, cropping or adding crop/trim marks, possible resizing and PDFing of the files

• Finishing work of files (i.e., cropping printed jobs with cutting machine, mounting printed work for display)

• Package and prepare printed work for shipping in a professional manner

• Work with print production assistant and temporary support staff to complete jobs, do finishing work on printed work, package and ship resources to communities and/or clients

• Notify coworkers and staff of finished printed work and any and all jobs that come in

Keep files on server well arranged with all up-to-date print files for later use and the use

of others in the organization

Accountable, honest and responsible

Ability to maintain a clean working environment

Other duties as assigned by Print Production and Publishing Coordinator and Print Production Lead

Knowledge, Skills and Abilities:

• Fluency in Ojibway, Oji-Cree or Cree a definite asset but not essential

• Post-Secondary degree in graphic design, production or a minimum of three years

• related work experience, but not Mandatory

• Self-motivated, organized, able to work within a team of creative professional staff

• Experience in being a part of a large program or project

• Experience working with First Nations and awareness of the cultural, economic and educational aspirations of Sioux Lookout Area First Nations

• Working knowledge of production house practices and production grade printing

• equipment

• Experience dealing with people and resource creation