



Company Profile

As Canada's leading General Services Contractor, providing products and services to conventions and trade shows across the country, GES CANADA is committed to service excellence and the highest standards attainable.

GES is currently seeking a creative individual, who is detail oriented, self-motivated, and a team player, to join our Creative Services team.

Production Artist/Designer/Coordinator

Job Description:

- Liaises directly with external clients, Account Managers, Sales team members, Graphics Manager, Senior Designer, Design Manager, Graphics Production Technicians and print vendors, on a daily basis regarding specifications and requirements.
- Builds "looks" for shows from provided graphic elements, or designs original graphics based on client input. Work may include recreating logos, or making print ready files from spreadsheet data.
- Downloads and sorts files from the FTP site, maintaining file system and naming conventions.
- Performs photo retouching, checks sizes, resolutions, color modes of all graphics & ensures that all photos and graphics are optimal for printing.
- Ensures consistency of look applied to all graphics by project.
- Develops graphic proofs & completes copy and layout revisions, and prepares final files, for digital large format (in-house) or grand format (out-sourced) printing. Fills out work orders for internal digital printing and follows up on projects.
- Sets up graphic files for contour cutting.
- Prepares purchase orders for outsourced graphics.
- Tracks daily work to support process improvement initiatives.

Background and experience:

- Post-secondary desktop publishing, pre-press or graphic design certificate or diploma preferred and/or five (5) years of related work experience in computer graphics.

Cross platform software skills:

- Adobe Creative Cloud, including InDesign, Illustrator, Photoshop, Acrobat.
- Microsoft Word, Excel & Outlook.

The successful candidate:

- Must have a firm grasp of all production requirements and a flair for good graphic design.
- Shows initiative, and works with an appropriate sense of urgency to resolve technical problems within tight deadlines.
- Must have excellent multitasking abilities, focusing on speed and accuracy.

Interested candidates may submit their resumes by email to careerscanada@ges.com or by fax to (905) 283-0551. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.