

# PUBLIC OFFICE

Public Office is looking for a Jr. Production Artist to join the team. We're looking for a talented, confident, hard working problem solver that thrives in a collaborative environment. You work well under pressure and are solution-oriented to help support our Creative and Accounts teams execute and expedite award-winning creative projects.

## **The Role**

A successful Jr. Production Artist must possess a mix of both creative and technical skills. You must be able to work quickly but also remain extremely detail-oriented, calm, and resilient in high-pressure situations. This role is an indispensable and in-demand member of the creative team.

This role assists the design team primarily in producing and rolling out art files after the creative direction and design has taken shape – in the form of print files, packaging mock-ups, advertising, point-of-purchase and digital graphics. You are detail oriented and thrive on pre-flight formatting, collecting, processing, checking and uploading files to support overall branding and advertising client initiatives.

## **Primary Responsibilities**

- Strong typographic and layout skills, strict attention to detail, and outstanding organizational, project management, file-organization and archiving skills are a must
- Execution and production of print and digital assets to ensure accurate, on-time delivery within tight deadlines, applying style/brand guides and templates where applicable
- Scheduling and coordinating with art directors, designers and brand planners to deliver multiple requirements for multiple clients depending on daily client needs
- Prepare deliverables for handoff to internal client teams, external vendors or media partners
- Prepare final press-ready files based on supplied specifications for a variety types of printing and finishing
- Image retouching, clipping paths and additional image manipulation when needed
- Create presentations and PDFs for client review
- Prepare accurate physical mock-ups when necessary for reviews and approvals
- Prepare images for online and mobile applications, including all retouching work required.
- Continuous self-learning and keeping up to date with relevant programs
- Resolve and troubleshoot any artwork or technical issues that may arise during production, including IT issues, corrupt files, printing, server etc.
- Passion for Mac Products / Environment a very strong asset

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- Video editing and HTML/coding a strong asset
- Catalogue, archive and reference art for future projects

## **Qualifications**

- 1+ years of industry experience, agency experience an asset
- Completely proficient in the latest versions of Creative Suite (InDesign, Photoshop, Illustrator), Adobe Acrobat
- Understands colour management in print and digital
- University degree or equivalent College diploma in Design or related field
- Strong production design portfolio
- Passion for branding art & design with an eagerness to collaborate with other creative people

## **A successful candidate for this position should be:**

- A perfectionist that understands the impact details have and will catch errors others have missed
- Highly collaborative, a relationship builder
- Able to thrive in pressure situations
- Curious to understand client needs, industry trends
- Someone who takes pride in their work and takes full ownership of their projects, beginning to end
- Self-motivated, organized and accountable, with the ability to multi-task
- Sense of humour is a must

## **Interested in working with us?**

Please email your review to [Lindsay@joinpublicoffice.com](mailto:Lindsay@joinpublicoffice.com) with subject line 'Jr. Production Artist'.