

PRODUCTION ARTIST

Seeking a full time in-house graphic designer with technical illustration experience. **Note**, *this is not a creative position*. The Production Artist is responsible for the production of on-time, error-free, and properly constructed instruction manuals. Key requirements include a strong knowledge of current design software, the ability to communicate and work effectively with various departments, and attention to detail.

Responsibilities:

- Create non-color audio installation manuals using Adobe InDesign and adhering to company templates/style guides daily
- Have an eye for design and copy standards is required to execute subsequent versions with little supervision
- Periodically create technical illustrations from PDFs, photographs or clean up AutoCAD drawings (using Adobe Illustrator and/or Photoshop)
- Manage and help maintain archives of packaged InDesign files, product line templates and/or other digital assets
- Work with Technical Support and/or other departments to finalize instruction literature
- Review work and have printer proofs approved for accuracy (in-house or out-of-house printing)
- FTP uploading knowledge
- Occasionally use old PDFs in creation of new booklets
- Continually manage, and work to improve the quality of department deliverables

Software knowledge:

Adobe Design Suite (InDesign, Illustrator, Photoshop)

MS Office Suite (Word, Excel)

Acrobat Pro

Preferred candidate:

2-3 year's experience with Adobe Design suite

Very strong skills in use of InDesign and Illustrator

Self-starter, adaptive and able to manage multiple deadlines

For consideration please email your resume to:

resumes@metra-autosound.com