

Position Profile:

This position is responsible for working with internal and external resources to produce graphic art and visual materials to fulfill all graphic art and design needs including, but not limited to, packaging, promotions, advertisements, informative and instructional material for all uses in the company.

Work Responsibilities:

- Verify colors, file resolution, die lines, copy grid accuracy and design layout.
- Prepare, inspect, and collect design files to vendor specifications. Identify best file construction standards with each vendor to ensure success and accuracy of final print output across a range of substrates such as glass, plastic and secondary packaging.
- Work closely with in-house staff to route design files internally with urgency and efficiency.
- Coordinate and review vendor proofs.
- Coordinate and attend vendor pre-press meetings in-person and/or by phone.
- Coordinate and attend press checks to ensure accuracy of color and quality control. Document on-press changes.
- Responsible for internal Change Order requests and file needs.
- Request quotes as needed from vendors, reviewing for accuracy of stock and color needs.
- Assist in-house staff with presentation materials and 3D mock-ups for marketing, sales and photoshoot needs.
- Support Product Designers with line extension artwork needs following set design systems, with a focus on secondary packaging.
- Retouch photography/ illustrations as needed.
- Define, organize and follow file naming standards for ease of storage and reference.
- Maintain current and historical art files of the company's proprietary artwork.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

Minimum Qualifications:

- Associate's Degree or equivalent experience.
- Two years of production/ graphic artist experience.

Computer and/or software qualifications:

- Beginner level of proficiency in Microsoft Excel, Microsoft Word, Power Point.
- Advanced level of proficiency in design and production software; most current Adobe CS (Illustrator, Photoshop, InDesign, Acrobat Distiller) as well as all industry standard software.
- Intermediate level of proficiency in Apple OS with cross platform (Microsoft Office) capabilities.

Core Competencies:

- A creative problem solver, an eye for detail and strong foundation in design systems is a plus.

- Ability to multi-task in a fast-paced working environment, working on multiple projects throughout the day.
- Natural leader, you seek ways to improve your own individual knowledge and enjoy mentoring those around you.
- Demonstrates creativity and latitude as well as solid judgment and decision-making.
- Strong communication skills working with other departments and outside resources.

Preferred Qualifications:

- Understanding of print techniques.
- Press check experience a plus.
- Consumer packaged goods experience a plus.

Travel Requirement: Less than 10%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10-15 pounds.
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur