

**Position Title:** Production Artist / Designer

**Location/Department:** St. Helena, CA / Marketing Services

**Reports To:** Director, Creative Services

**Date:** 6/11/10

**Band:** F

**Job Posting #:** 10-099

## **POSITION SUMMARY:**

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CWUS Internal creative department is looking for a skilled Production Artist with a design background to produce and coordinate all mechanical art files for print collateral materials including POS, sales and marketing materials, packaging and labels. You will work closely with our Design team to create print ready files for many of the CWUS brands. You will coordinate with vendors and external resources. The candidate should be able to trouble shoot technical problems with the computer, server, software and printers. The applicant should be a team player who is flexible and versatile in a fast paced environment.

## **RESPONSIBILITIES:**

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- Interact and collaborate effectively with internal and external team members including working closely with the Design Director, Design Team and Project Manager to provide the majority of in-house production work for all marketing, sales and promotional collateral materials including packaging, labels, POS, logos, brochures, facts sheets, etc.
- Coordinate/Manage production of print mechanicals once creative has been finalized by the graphic design team.
- Responsible for the timely execution of production.
- Prioritize and manage multiple projects within design specifications and budget restrictions.
- Assure quality of final product before release.
- Respond to file requests: i.e. sending bottle shots, logos etc. in required formats.
- Archive and maintain digital files, assets library & server.
- Maintain a high level of knowledge and skill with all computer software.
- Color management of the department including printer and monitor calibration.
- Scanning & retouching photos in photoshop.
- Develop & maintain dielines for all printed materials.
- Understand print magazine advertising specification & manage production of media plans.
- Stay current with our printer's techniques/requirements.
- Maintain a fun, energetic, collaborative working environment.
- Willingness to perform additional duties as assigned including assuming a designer role if/when required.

## QUALIFICATIONS:

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- **Education and/or Experience**

BA, BS, AA in related field or equivalent and two to three years related experience, or equivalent combination of education and experience.

- **Specific Knowledge, Skills and Abilities**

- Excellent knowledge of image compression, file correction and optimization techniques.
  - Proficient on Macintosh and PC platforms and the Adobe Creative Suite and Microsoft Office Suite including Word, Excel and Entourage (outlook) for both platforms.
  - Complete understanding of requirements for creative press ready documents for printing.
  - Commitment to excellence and high standards.
  - Self-starter, pro-active and detail oriented.
  - Excellent written and oral communication skills.
  - Proven ability to plan, organize and manage projects priorities, workflow and deadlines.
  - Hands on experience with mock-ups and comp assembly.
  - Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
  - Ability to build relationships with internal and external partners and perform duties and responsibilities in a manner consistent with the company's values.
- Creative, flexible, and innovative team player.

### PHYSICAL REQUIREMENTS / OTHER

- Able to lift 45lbs on occasion
- Work in a normal office environment. Sit at a workstation for up to 2 hour intervals.
- Must be able to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear.

## APPLICANT PROCEDURE:

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All applicants must submit a cover letter and digital portfolio with their resume to the following contact either electronically, by mail or facsimile:

**Human Resources**  
**staffing@cwine.com**  
**Refer in subject line: Production Artist/Designer**

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