

GRAPHIC DESIGN & PREPRESS TECHNICIAN

Function of job:

Under general supervision of designated supervisor, utilize professional publishing, imaging, and prepress software to design publications, create graphics, and prepare publications for production on conventional offset printing presses, in accordance with graphic arts and offset printing industry standards.

Characteristic Duties and Responsibilities:

1. Use specialized publishing software to format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce files ready for offset printing production.
2. Work collaboratively with writers, editors, graphic designers, and others to prepare their files for the offset printing production process.
3. Paginate finished publications using specialized offset printing imposition software.
4. Develop overall layout and design of newsletters, brochures, books, posters, and other documents.
5. Scan and prepare client photographs and illustrations for the offset printing process, including color correction, image retouching and silhouetting, and special filtering and textural effects.
6. Produce film negatives, color separations, high quality color proofs and finished offset printing plates.
7. Troubleshoot and repair problematic files as needed.
8. Create posters using large format poster printer and mid-size digital printers.
9. Review client files for adherence to the college/university's graphic identity standard and the United States Postal Service mailing regulations.
10. Provide technical support for the college/university community regarding new and traditional graphic arts techniques and procedures.
11. Maintain currency with latest design and offset printing technology and evaluate new publishing and prepress software.
12. Install and maintain application software and computer operating systems.
13. Perform maintenance and minor repairs to department equipment.
14. Work with prepress supervisor to develop, implement, and maintain imaging and prepress workflow procedures.
15. Perform related duties as assigned.

Minimum Qualifications:

1. Five years of graphic arts experience, Associate's Degree and three years experience, or any combination of higher education and experience equal to five years.
2. Work background in traditional prepress, including knowledge of trapping, halftones, screen angles, and dot gain.
3. Computer skills as required by department.
4. Knowledge of page design/prepress software.
5. Ability to organize time and multiple projects.
6. Troubleshooting and communication skills.

Additional Desirable Qualifications:

1. Experience with prepress software used by department.

5/20/03

System Approval

5/20/03

Effective Date

*Revised - Original approved 6/13/75 and revised 2/5/79 as "Offset Camera Technician" and 12/18/87 as "Offset Camera Technician/Negative Stripper/Plate Maker" and 6/20/96 as "Digital Pre-Press Technician".

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.