

# Our Sunday Visitor

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**Date Posted:** October 30, 2009

**Job Title:** Technical Composition Associate

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**Job Summary:**

Incumbent's primary function is to assist the Design and Comp manager as well as designer with specific technical production needs and to ensure optimal deliverables for design and product printing.

**Essential Job Functions (\*=Non-essential tasks):**

- Under the direction of manager and designer, convert all graphic styles, color palettes, typography, into technical production ready materials, Quality control all pieces for production worthiness and release to composition vendors.
- Under the director of the manager and designer, create technical specifications for font usage, InDesign layer set-up, style sheet guides usages, trims, margins, page bleeds notations and other technical aspects regarding prototype and page composition.
- Review prototype for quality control issues that may affect production; including, document analysis, tech art creation, issues that may affect layout production.
- Will assist the designer with visual spec material as needed and ensure proper program archival of said documents.
- Track schedules of live proof pages, complete transmittals and routing of pages to design an editorial, release to vendors
- \* Other duties as required

**Requirements:**

**Experience:**

- Incumbent must have a minimum of 3-5 years experience in textbook publishing.
- Must have knowledge in Adobe InDesign, Photoshop, Illustrator, Acrobat; FTP and basic server knowledge, Microsoft Excel.

**Education:**

- Prefer a minimum of a two-year degree in a related field

**Skills and Abilities:**

- Incumbent must be detail-oriented and innovative.
- An excellent communicator who responds well to limited supervision and works well under pressure.
- Adept at monitoring product consistency and design quality.
- Experienced in file templating processes.
- Familiar with electronic media product.

**\*\*NO RELOCATION WILL BE OFFERED FOR THIS POSITION\*\***

*(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).*