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# Example of Production Artist Job Description

Our company is growing rapidly and is hiring for a production artist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production artist

* Generating freehand drawings for orders, as needed
* Generating Team Services flyers and online web store images
* Working directly with the Customization Department, as needed, to resolve any artwork issues that arise during production, ensuring orders flow through in an efficient manner
* Following a production timeline to ensure tasks are being completed by their scheduled due dates
* Participating in the creative development of additional assigned projects based upon pre-established guidelines, instructions and aesthetic design concepts
* Support & assist Director in the mechanical execution and pre-press production of DC comic book covers (periodicals)
* Scale, crop, retouch, reposition, and preflight images and files
* Eliminate defective and excessive imaging
* Archive and update files
* Work with layout and photo shoot edits

## Qualifications for production artist

* Knowledge of screen print production and color separations processes a plus
* Servicing the requests of associates in marketing and other departments
* Entrepreneurial spirit, ability to work independently, shows strong initative collaborative and team-oriented work style
* Excellent design and conceptual capabilities
* This is a contract position that does not require the candidate to work on site
* A degree in related field or equivalent work experience required