

Production and Design Assistant

Job Location: Halifax

Advocate Media Inc. and Metro Guide Publishing is looking for a passionate individual to join our team as a Production and Design Assistant. This position supports production of Advocate Media, Metro Guide, Saltscapes magazines, other publications, and print collateral, such as brochures & promotional material, prioritizing and coordinating overall workflow, and circulating proofs according to production schedules. Primary responsibility will be the support of the Production Coordinator, coordination and collaboration with customers, graphic designers, sales and editorial teams, and cross-functional departments.

Come join us and be a part of our community! What we have to offer:

Competitive Salary

Group Benefit Plan

Registered Pension Plan

Job Responsibilities

- Support Production Coordinator in all related duties listed below
- Work with Production Coordinator and sales team to obtain advertisement lists per the production schedule, contact clients for artwork, input the status of artwork, and obtain timely approvals per Advocate schedules
- Act as the primary contact for all advertising material and production related queries, such as ad specs and timelines, and send ad artwork to sales team as requested
- Coordinate and track the status of all pieces within the editorial lineups for all titles and coordinate handover to designers for production
- Coordinate/prioritize ad artwork and magazine production with designers, circulate proofs between designers and editors with strict deadlines for revisions
- Do revisions and/or create print and web ads using the Adobe CS products
- Review revisions on proofs for accuracy; examine final print-ready files for quality and completeness before sending to press
- Actively participate and attend meetings as required

Qualifications

- Excellent organizational and project management skills with the ability to prioritize multiple projects with competing deadlines
- Strong attention to detail and operational workflow dynamics to effectively track and analyze the status of projects to ultimately see them to successful completion
- Excellent communication skills
- Highly motivated with a high level of initiative to work independently and in support of department goals and business objectives
- Commitment to continuous process improvement initiatives and ability to solve problems creatively
- Strong analytical computer skills in PC and Mac environments (Office 365 and Adobe CS)
- Basic knowledge of WordPress

Additional Assets

- Understanding of Newspaper production and processes
- Basic knowledge of four-color printing and publishing
- Two to three years' experience in print publication or production with experience working in client management

To apply for this position please email your resume to: careers@advocateprinting.com