



Art Setup / Layout Artist – 2nd Shift

Employee-owned Metalcraft, a leader in the nameplate/label industry, providing identification solutions for customers worldwide, is seeking a full-time Art Setup/Layout Artist for our 2nd shift.

Position Description:

Working as part of a multi-member Art Setup team, the Layout Artist has responsibility for preparing artwork and type for production and customer proofs and clean up and preparation of logos for digitizing.

Major Duties:

- 1) Prepare artwork and proofs as per operating procedures for roll labels and RFID.
- 2) Produce files for production, including laser drawings.
- 3) Maintain archiving and file system as per operating procedures.
- 4) Maintain proficiency in Checkmate, Adobe Illustrator, Adobe Photoshop, Indigo front-end tools, Microsoft Excel, Automation Engine, and ScanMaster Designer.
- 5) Perform routine maintenance as per established procedures.
- 6) Act as floater in areas trained and cross-trained as necessary.
- 7) Train in and back up other areas as needed.
- 8) Produce quality work in an efficient and timely manner to assist Metalcraft in meeting customer needs.

Special Job Characteristics:

- Good manual dexterity
- Detail orientation
- Willingness to be flexible to meet customer needs
- Ability to work well with people as a team
- Positive attitude
- Ability to be responsible and reliable

Education:

- High School including basic English and Math required
- Graphic arts training from an accredited training program preferred but not required

Experience:

- Computer skills including Adobe Illustrator, QuarkXpress, Microsoft Word, Microsoft Excel
- Graphics knowledge in layout, design, and color

Enjoy a compressed work-week with long weekends and a 2nd shift pay differential!

Hours:

Weeks 1-2: 3:45 pm - 2:15 am Monday - Thursday

Week 3: 3:45 pm - 1:15 am Mon-Th & 3:45 pm - 7:45 pm Friday

In addition to being rock-solid and rapidly growing, Metalcraft is recognized throughout North Iowa as a Top Workplace. We are an Employee-owned company (ESOP) offering competitive pay and comprehensive benefits and a great work environment.