



# Senior Production Specialist

Infinia Group is a consulting and design firm specializing in brand-based marketing and communications. We are currently seeking a Senior Production Specialist with 5+ years of experience working across a spectrum graphic design disciplines that include brand identity and marketing communications. This is a full-time, on-site position.

To learn more about the firm, go to [infiniagroup.com](http://infiniagroup.com)

## REQUIREMENTS

5+ years experience in marketing communications or related field

Bachelor's degree in a related field is an asset

Authorized to work in the United States

Able to work full-time, on-site in New York City

## COMPENSATION

Competitive salary based on experience

Comprehensive benefits package that includes health plan, 401(k) and paid vacation

No relocation compensation

To apply, email required documents to

[careers@infiniagroup.com](mailto:careers@infiniagroup.com)

Cover letter with salary requirements and 3-4 references

Resume (PDF)

U.S. work authorization status for non citizens (PDF)

Samples of your production work (PDF)

## RESPONSIBILITIES

Translate design sketches into accurate templates and production files using Adobe CC and Microsoft Office in a Mac environment

Follow brand guidelines and align to Infinia and client quality control standards

Manage and track production files and all revisions for print projects

Manage tasks and deadlines for multiple engagements

Write implementation instructions for clients, printers and suppliers

Oversee onsite press review for projects

Archive project assets for easy access (artwork files, documentation)

Stay informed on the latest software updates and printing techniques

## SKILLS

Proficient in Adobe CC software programs (InDesign, Illustrator, Photoshop, Acrobat)

Proficient in Microsoft Office (PowerPoint, Word, Excel)

Excellent understanding of how to prepare files for interactive environments

Strong understanding of basic design principles and how to apply across a range of applications

Optimistic and proactive attitude—work wells with designers

Work independently, demonstrating strong time management skills and ability to multi-task

Understand importance of consistent reproduction quality in an ever-changing digital environment

Strict attention to detail and common-sense approach to problem solving

Firm understanding of the printing process and ability to work with print vendors