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| Job Title: | Senior Prepress Technician |  |
| Position Type: | Full Time | |
| Job Description | | |

Reports to: Prepress Operations Manager

About Steinhauser: From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

Job Purpose: As part of Steinhauser’s dedicated team, the Senior Prepress Technician collaborates across functions to ensure our customers’ brand artwork is handled with care and expertise. Through a proactive and positive approach, the Senior Prepress Technician will ensure the delivery of the quality labels that our customers deserve.

Your responsibilities:

Artwork Review and Processing:

- Review and process new artwork; modify existing artwork to reflect customer changes.
- Ensure accuracy of all job elements to create custom labels.
- Communicate effectively with Customer Service Representatives regarding any art-related issues.
- Serve as the liaison between Steinhauser, customers, and prepress house for all incoming and conceptual graphics work.

File Preparation and Management:

- Prepare and send files to the press or prep house as needed, ensuring accuracy and efficiency.
- Organize and maintain an archive of completed jobs and prepress files, including ripped files.
- Update job-specific notes for future reference.

Production Tools and Color Management:

- Generate, maintain, and update workflows, color strategies, and ICC profiles to streamline production.
- Determine project-specific color strategies using advanced color management techniques.
- Perform file manipulations, including trapping (spreads, chokes, holdbacks, overprints) and size adjustments, to meet target requirements.
- Provide support to ensure color targets are met and approved.

Order Processing and Equipment Management:

- Dies (Rotometrics Flexo and Digital): create dielines as needed, place and receive orders, and enter details into Label Traxx.
- Screens (SPG): complete SPG order forms, generate POs, submit orders with required documentation (Order Form, PO, and artwork), receive orders, and enter screen details into Label Traxx.
- Plates: finalize artwork and incorporate prepress information into files; collaborate with business vendors to determine plate specifications and place orders, ensuring all required document (e.g., Order Form, PO, artwork) is complete. Approve vendor-supplied plate artwork through tools like Web Center or Acrobat and confirm receipt of orders.

Collaboration and Best Practices:

- Attend and actively participate in Pre-Pros and Go/No-Go meetings, offering insights on incoming artwork.
- Recommend techniques and best practices to optimize quality and efficiency.

Color Certification and Scoring:

- Create Color Certification Jobs (CCJ) for new projects and evaluate their performance.
- Submit jobs to My Colors website, ensuring accurate scoring and adherence to standards.

Continuous Improvement:

- Identify and recommend improvements to workflows, processes, and tools, promoting a culture of continuous enhancement.

Additional Duties:

- Perform other duties, including cross-functional tasks, as directed by supervisors or management.

Preferred Qualifications and Skills: A minimum requirement of high school diploma or general education degree (GED); a technical related bachelor's degree or equivalent experience preferred. Minimum 5-7 years of Prepress experience or Graphic Design experience. Highly proficient in Mac Operating System, Adobe Illustrator and Acrobat. Possess a TEAMWORK attitude. Utilizes strong time management, project management, communication, problem solving, and organizational skills. Successfully manages priorities, drives decisions, and obtains closure on recommendations and issues.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.