

Job Title:	Prepress Manager	
Position Type:	Full Time	
Job Description		

Reports to: Director of Operations

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 now 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: The key to Steinhauser’s success is our commitment to delivering top-quality labels and sleeves. The Prepress Manager plays a critical role in bringing customer visions to life by ensuring artwork is prepared with precision and efficiency to support exceptional print quality. This role leads and inspires the team, collaborates across functions, and partners directly with customers to solve challenges and deliver results with confidence and consistency.

Duties and Responsibilities:

- Lead and manage the prepress team, including scheduling, workflow coordination, and day-to-day support to ensure jobs move efficiently from file intake to press.
- Review customer artwork and files for print readiness, ensuring they meet specifications for flexographic printing, color standards, and production requirements.
- Oversee color management, separations, trapping, and proofing to ensure accuracy and consistency between files and printed output, including press approvals.
- Collaborate with sales, customer service, and production teams, and engage directly with customers to resolve artwork issues, clarify specifications, and maintain a seamless job flow.
- Manage plate production workflow and vendor relationships to ensure timely delivery of accurate printing plates, dies and screens.
- Implement and maintain prepress standards, processes, and documentation to support efficiency, quality, and repeatability.
- Troubleshoot technical artwork and file issues, providing guidance to team members and serving as the internal expert on prepress best practices.
- Evaluate and implement improvements to prepress technology, software, and workflow automation.
- Train and develop prepress team members, supporting skill growth and maintaining a culture of quality and accountability.
- Support continuous improvement efforts by identifying opportunities to reduce errors, improve turnaround time, and enhance print quality.

Qualifications

Experience:

- A minimum of high school diploma or general education degree (GED); a technical related degree or certification.
- Experience with Flexographic Prepress required – 3-7 years minimum.

Competencies:

- Leadership & Communication – Guides and develops the prepress team, clearly communicates expectations, and fosters collaboration, accountability, and alignment across departments.
- Workflow & Problem Solving – Prioritizes work efficiently, anticipates challenges, and resolves technical issues to maintain smooth production and continuous improvement.
- Customer Focus & Influence – Understands client intent and brand requirements, proactively preventing errors, and effectively guides cross-functional teams to achieve on-time, high-quality results.
- Adaptability & Learning Agility – Embraces new tools, technologies, and processes, adjusting workflows quickly to meet evolving business needs.

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