



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Graphic Production Technician – part time

Position Title: Graphic Production Tech (part time)
Contract Term: 12 month position
Accountable To: Arrowhead Manager
Salary: \$17.90 - \$19.44/hr

Summary of Position: Responsible for dealing with customers in the creation of graphic products which will include banners, signs, custom t-shirts and vinyl graphics. Other work will include assisting the graphic designer in the areas of design and layout for various products.

JOB CHARACTERISTICS:

Nature of Work: This is a part time position (up to 29 hours per week). This position will work closely with the Graphic Production Tech and Graphic Designer in capabilities of design and layout. Arrowhead Printing operates normal working hours unless there are emergencies or large runs that must be completed or items that need to be sent out. There is the possibility of working longer hours in the spring and fall semesters to keep up with the demand of the seasons.

Personal Contacts: Arrowhead Printing is in daily contact with the general public, Government entities, Tribal entities, techs and sales representatives in daily operations. This position will be required to assist all customers, communicate technical problems to techs, work alongside other staff and communicate with sales representatives when necessary.

Supervision Received: This position is supervised by the Arrowhead Manager.

RESPONSIBILITIES:

- Responsible for design and layout of products ordered.
- Produce products from raw materials.
- Set up equipment, make equipment changes and perform maintenance on machinery, computers and equipment.
- Participate in decision making discussion for equipment.
- Meet and greet clients and customers.
- Work with customers in the creation of graphic products to fulfill or exceed their expectations in an efficient manner.
- Assist in taking job orders for printing and other duties for supervisor or graphic designer.
- Assist in ordering items.
- Receiving and exchange of potentially large amounts of cash for retail orders.
- Safeguards money until deposited.
- Assist graphic designer in areas of design and layout for various products as needed.
- Answers the phone and takes messages as needed.
- Assist in supervision of short term workers provided through programs.
- Performs other position related duties as required.



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JOB REQUIREMENTS:

Knowledge: Must possess an understanding of all material limitations (i.e., durability of materials). Knowledge of how to design and lay out a product for assembly and/or in an assembly to best meet time requirements. Must have knowledge of graphics software, large format printers, heat press operation, copiers and vinyl cutters. Knowledge of pricing, advertising, design, layout and design consulting helpful. Knowledge of computer systems such as Microsoft Office, Adobe Illustrator, Adobe Photoshop, Flexi Pro design software, Mystical Effects software necessary.

Skills: Skills in customer service to effectively quote and negotiate when necessary while exhibiting a professional demeanor. Must possess excellent verbal and written communication skills, as well as business ethics and be competent and accountable.

Abilities: Ability to service and fix machinery and equipment.

Physical Demands: Must be able to lift in excess of 50 lbs. regularly. Will work with aerosols and flammable chemicals and inks with proper PPE.

REQUIRED QUALIFICATIONS:

- High School Diploma or GED; OR
- One year of documented experience directly related to the position.

PREFERRED QUALIFICATIONS:

- Knowledge of graphic arts software and equipment.

Written: 9/13

Revised: 1/23