



LOST ART DESIGN + PRINT, LTD.

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GRAPHICS + PRE-PRESS COORDINATOR

Job Summary

The Graphics & Pre-Press Coordinator is the bridge between client vision and the production floor. This role is responsible for evaluating incoming artwork, preparing files for production across all print methods, creating client-facing mockups and proofs, and managing all communication around artwork approvals and revisions. The coordinator works closely with the production team and order coordinator to ensure every project is correctly set up and approved before it reaches the press.

This is a specialist role inside a small, high-volume custom print shop. You will own the full pre-press pipeline — from the moment artwork comes in to the moment it's cleared for production — across multiple simultaneous orders on real client deadlines. Strong Adobe skills, print production knowledge, and the ability to communicate technical requirements clearly to non-technical clients are essential.

Primary Responsibilities

- Evaluate incoming client artwork files for print readiness; clearly communicate required adjustments, recreation needs, and associated fees to clients
- Prepare production-ready files for all print methods: vectorization, color separations (SEPS), film output, and spot color assignment for screen print orders
- Set artwork to final print dimensions and confirm all specifications match the paper order form and Asana task before releasing to production
- Create client mockups and proofs; track approval status and follow up with clients on outstanding approvals and revisions
- Maintain organized file naming and folder structure per Lost Art standards
- Coordinate with the production team and order coordinator to ensure pre-press deadlines align with the production schedule
- Order DTF prints on a weekly basis (Wednesdays); verify backstock before ordering to avoid duplication
- Build and configure web stores in OrderMyGear — artwork setup, product placement, and store specs — per client notes and ownership direction
- Communicate directly with clients regarding artwork questions, timeline expectations, recreation charges, and file requirements
- Track billable artwork hours accurately using the desktop timer; communicate charges to clients proactively
- Work on complex or multi-layered design projects as schedule and capacity allow
- Escalate scope changes, tight turnarounds, or unresolved client issues to ownership promptly

Skills & Requirements

- **Education:** Associate's degree or equivalent hands-on experience in graphic design, print production, or a related field
- **Adobe Creative Suite:** Proficiency in Illustrator is required; Photoshop experience is a strong plus
- **Pre-Press Knowledge:** Color separations, film output, and spot color setup for screen printing strongly preferred
- **Print Method Familiarity:** Working knowledge of screen print, DTF, HTV, and basic embroidery processes is a significant advantage
- **Organization:** Strong file management habits with attention to naming conventions and version control
- **Communication:** Able to explain technical artwork requirements to clients clearly and professionally
- **Independence:** Self-directed; able to manage multiple projects and deadlines with minimal supervision
- **Software Bonus:** Experience with OrderMyGear, Asana, or similar project management/web store platforms is a plus

Schedule: Full-time, in-person. Monday–Friday. Occasional flexibility may be required during peak seasons or high-volume production windows.

Performance, Growth & Merit Increases

Performance in this role will be evaluated based on factors such as:

- Accuracy and quality of pre-press file preparation, separations, and film output
- Timeliness of proofing, client approval follow-up, and production hand-off
- Consistency in file naming, organization, and project documentation
- Accuracy of billable hour tracking and proactive communication of artwork fees
- Ability to manage workload independently and flag issues before they impact production

A formal performance discussion will be held approximately six (6) months after starting to review progress, provide feedback, and discuss whether a pay adjustment is appropriate at that time. Future merit increases will be based on demonstrated performance, growth in responsibility, and the overall financial health of the business.

Future Opportunities: Potential to grow into a Senior Graphics, Design Lead, or Production Leadership role as Lost Art's team and service offerings expand.

Compensation & Benefits

Compensation for this role is salaried and will be outlined in the individual offer letter. The role includes access to Lost Art's benefits package for eligible employees, which may include paid time off (PTO), sick leave, and health insurance options, as described in the employee handbook. Specific compensation details and benefit eligibility will be discussed during the offer and onboarding process.