

## craigslist vancouver, BC | art/media/design jobs search "written/"

<http://vancouver.en.craigslist.ca/search/med?query=written/&format=rss>

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### junior interior designer (interior design)

Junior Interior Design Position starting early September 2010

We're an up-and-coming interior design company looking for an up-and-coming interior designer. We're Good Space; we're growing fast and we're looking for some help. You must have design experience and strong AutoCAD skills. You must be highly motivated and willing to work hard in a busy group setting. You must be, fun, energetic, and meticulous about details. You require excellent written and verbal communications skills. You also need to have a car, or access to one...oh, and a valid driver's license. If you're interested, send us an email with your resume to [goodinfo@goodspace.ca](mailto:goodinfo@goodspace.ca)

<http://vancouver.en.craigslist.ca/van/med/1870780980.html>

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### PRODUCT CREATION & DEVELOPMENT (Burnaby)

July 27, 2010

## PRODUCT CREATION & DEVELOPMENT

Full-time

Location: Burnaby, British Columbia

Salary: Dependant on Experience

### Company Description

Based in Burnaby, B.C., Watson Gloves is a family-owned company that has been in business for over 90 years with additional locations in, Calgary, Fort McMurray and Mississauga. In addition to glove importing, it is one of the few glove manufacturers in B.C.

The company's Marketing Department has an exciting opportunity available for an experienced individual in a Product Creation and Development position. The position will report to the President and the VP of Sales and Marketing. If you are looking for a challenging career and working with experts in the industry, Watson is the company for you.

### Job Description

This individual is responsible for creating innovative product which supports the company's overall strategy and goals. This includes product planning and execution throughout the product lifecycle, including gathering and prioritizing product and customer requirements, and defining the product vision. The individual must work closely with marketing, sales and purchasing to ensure customer satisfaction. This individual will be the driving energy in product creation and development.

#### Responsibilities

Responsibilities will include, but not be limited to, the following:

- Category management of a diverse portfolio of gloves, from the conception stage through to product launch.
- Identify new category opportunities to achieve growth plans.
- Work with the President and VP of Sales & Marketing in developing seasonal and long range product development plans.
- Create new glove styles and develop new product categories.
- Responsible for understanding glove market dynamics including: competitive environment, retail environment, market needs, category dynamics (work gloves, casual-wear gloves, safety gloves).
- Analyze competitive activity, customer feedback, and industry trends in order to recommend potential new product upgrades and refinements.
- Some traveling required.

### Qualifications

- Minimum 5+ years related experience in product creation, design and development.
- Education in design an asset (apparel, textile, fashion, industrial).
- Detail oriented and a self-starter in a dynamic environment.
- Innovative multi-tasker, able to work in a fast paced environment with constantly changing conditions and shifting priorities. Strong time management skills, able to prioritize and meet deadlines as required.
- Team player able to work collaboratively with internal and external groups.
- Proven customer service skills.
- Excellent written and verbal communication skills, as well as strong presentation skills.
- Demonstrated success through defining and launching product lines.

Please email your Resume along with a Cover Letter as to why you would be a fit for this position to [jobs@watsongloves.com](mailto:jobs@watsongloves.com). Please, NO calls.

## **LEVEL DESIGNERS FOR 3RD PERSON ACTION GAME (Vancouver)**

Award winning developer, Relic Entertainment, is looking for Level Designers with AAA console shooter experience for SPACE MARINE, our highly anticipated third person shooter for Xbox 360 and PS3. In this role, you will work as part of the level design team to create compelling level layouts and encounters using our in-house toolset.

Recently named to Gamespots' most anticipated games of 2010, Space Marine is set in the ever popular Warhammer 40,000 universe. Gamers will take the role of a Space Marine hero fighting to defend the Imperium of Man against a host of enemies. Space Marine promises gamers the most intimate Warhammer 40,000 experience to date; the combat will be up close, brutal.....and glorious!

Check out our game trailer at: <http://www.spacemarine.com/#/en/>

Relic Entertainment is the award winning developer of games such as Homeworld, Dawn of War and Company of Heroes. Come work on games you can be proud of.

Everyone wants to make great games. Come to Relic and you will.

### **Responsibilities**

- Prototype and build test and final in-game levels using 3ds max
- Design and document encounters
- Build and light environments
- Work with Leads and Design team to develop level concepts and themes, prototype required/requested game systems
- Rapidly iterate on level design to maintain theme and gameplay, while keeping performance high
- Support the team with ship-quality levels that achieve Relic's reputation for quality and innovation

### **Requirements**

- 5+ years of relevant game industry experience, including design work on at least two shipped titles (preferably console)
- Strong portfolio of encounter and level design
- Ability to design and build level and encounter design using existing and proprietary tools
- Proficient with 3ds max
- Good verbal and written communication skills
- Proficient with all MS Office tools
- Scripting experience (lua, python) a very strong plus

### **To Apply**

Please send your resume and a link to your online portfolio to [jobs@relic.com](mailto:jobs@relic.com). Relic would like to thank all applicants; however, only those selected for an interview will be contacted.

## **Graphic Designer**

WedLuxe Magazine ([www.wedlux.com](http://www.wedlux.com)) is looking for a Graphic Designer.

We are a creative, mac-based multimedia company specializing in luxury weddings. We employ a staff of highly motivated go-getters and are looking for a talented designer to join our team.

This position requires someone who wants to be part of a small business that does big things!

You must be an experienced graphic designer who loves flowers, fashion, trendspotting and ALL THINGS related to design! You swoon over girly colour palettes, obsess over new script fonts and pride yourself on being a stickler for the principals of proper typography. You boast a LONG list of favourite blogs and you know a thing or two about social media.

You will be creating countless beautiful, whimsical, luxurious and elegant designs (in print and online) for a national luxury wedding magazine. You will also answer the main phone line and facilitate design-related customer service requests where necessary. You must emanate a positive energy. You must be passionate, take great pride in your work and be able to produce beautiful things under pressure. You are a self-starter, enjoy working independently with minimal supervision, but you're a consummate team player.

Your Adobe CS skills are honed to perfection and you can also pen a great paragraph when required!

If you're the right person for the job, here are the specifics tasks of the position:

#### GRAPHIC DESIGN duties

- Assist with magazine layout
- Design and post daily blog entries by creating elegant, original graphics
- Create print ad designs for various clients
- Design all outgoing marketing material
- Update website/s with original graphics (using online software that does not require programming knowledge)
- Create online banner ads
- Design packaging for video clients

#### Production Duties

- Collect and sort digital artwork from clients
- Maintain database of client information
- Maintain and organize a large volume of digital photos
- Archive & catalog all multimedia files

#### Admin Related Duties

- Answer email inquiries with the right mix of personality and business acumen
- Ongoing communication with clients regarding their artwork status, etc.

#### Preferred Education and Experience:

- Post-secondary education in graphic design from a recognized multi-year graphic design program
- Strong time management/organizational skills with ability to prioritize/work with minimum supervision
- Proficient on a MAC computer
- Proficient with Adobe CS suite of software (Photoshop, Illustrator, Acrobat, etc.)
- Excellent verbal and written communication skills

You will report directly to the Editor-in-Chief of WedLuxe and work closely with our Director of Sales.

Position starts: AUG 17, 2010

**\*\*LOWER MAINLAND APPLICANTS ONLY PLEASE!\*\***

HOW TO APPLY:

EMAIL Résumé + PORTFOLIO SAMPLES + COVER LETTER explaining why you'd be perfect for this job to [info@wedlux.com](mailto:info@wedlux.com).

Learn more about us at [www.wedlux.com](http://www.wedlux.com) and [www.cloudninecreative.com](http://www.cloudninecreative.com).

<http://vancouver.en.craigslist.ca/van/med/1866370127.html>

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### **Sales and Communication Assistant (Vancouver - West Side)**

We are an independent Vancouver company that specializes in custom products in both retail and business to business sales. We operate a large retail store and an office and showroom nearby – this position is full time at 5 days a week, and would encompass time scheduled at both locations.

We are on the verge of launching new marketing initiatives which will include a variety of new media PLUS a re-design of our website and in store communication collateral so this is a newly created position in the company.

The Sales and Communication Assistant will have a variety of responsibilities including but not limited to sales support for corporate sales people, management of newsletters, implementation and ongoing management of in store communication collateral, website updating (we will train in our content management software – you do not need programming skills), execution and maintenance of social media initiatives, creation and maintenance of window and in store displays at both locations, in store sales and client services.

The Sales and Communication Assistant must possess the following skills and attributes:

- Minimum three years experience in customer service with an emphasis on ongoing client relationships preferred.
- Enthusiasm, aptitude and experience with social/new media marketing
- Good design sense with substantial knowledge and comfort in Adobe Design Software.
- Detail Oriented with good communication skills both written and spoken.
- Work well independently and as part of a team with an ability to switch gears and hats as the situation demands.

**\*\*This is not a full time graphic design or marketing and communications position – these will be definite aspects of the position but client service and sales will be a large part of it as well. We are posting it under "art/media/design jobs" as certain design and new media skills are critical.**

Please send us your resume and cover letter that includes all relevant experience, date at which you will be available to start work, salary range expectations and any possible limitations so your availability (planning a large holiday, work permit that will expire, need every Saturday off to do..., etc.)

Thanks very much to all who respond but we will only be contacting those who qualify for an interview.

<http://vancouver.en.craigslist.ca/van/med/1866169529.html>

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## **JUNIOR INTERIOR DESIGNER, Full Time (Vancouver, BC)**

BYU Design (Bob's Your Uncle Design Ltd) is an award winning interior design firm focusing primarily on Multi-Unit Residential.

We are currently seeking a junior level interior designer. To apply, you ABSOLUTELY MUST hold the following qualifications:

- Minimum of 4 years FULL TIME interior design education OR a combination of 4 years FULL TIME interior design education and FULL TIME work experience.
- A degree from a CIDA Accredited institution is preferred.
- Mastery in written and oral communication skills.
- Fantastic visual presentation skills.
- Excellent client and supplier relation skills.
- Extensive working knowledge of AutoCAD, Sketch up, and MS Office suite.
- A team player who thrives in a collaborative, open office environment.
- LEED Accreditation is an asset.
- Must love dogs (we have two dogs "on staff")!

We will not be contacting applicants who do not match the above listed qualifications.

BYU Design offers competitive employment packages including extra vacation time, payable overtime, and medical & dental packages.

Please email your cover letter plus resume by August 11, 2010, or fax to 604.801.5332, Attn: Ada Bonini, RID IDC IIDA LEED AP. Please use the word "fervour" in a sentence in your cover letter. Only PDF's will be accepted via email. No phone calls or drop-ins (you will receive an email response upon receipt of your documents, no response for submissions sent by fax).

<http://vancouver.en.craigslist.ca/van/med/1865795153.html>

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## **Graphic Designer/ Web Administrator (Vancouver)**

The Boardroom  
Graphic Designer & Website Administrator  
Job Description

Create and edit artwork and imagery for print, web, and multimedia applications including magazine ads, newspaper ads, brochures, signs, POS materials, decals, websites, blogs, and social media profiles

Execute web-based advertising and communications using email newsletters, blogs and various social media outlets for wholesale (B2B) and retail (B2C) divisions of company

Produce content for e-commerce website and multiple informational websites using Wordpress, HTML, FTP software, and some ColdFusion Script

Assist in the development of a new e-commerce website, working with a cross-departmental team

Manage logo requests and other requests related to consistent branding

Manage multiple, competing priorities effectively and efficiently, working within established deadlines and specifications

Assist in other graphic design and web design tasks as needed

Requirements

Qualifications

Proficient in all Adobe CS4 programs including Photoshop, Illustrator, and Dreamweaver (for PC), as well as coding HTML, and managing files using FTP software

Experience working in snowboard, wakeboard, or skateboard industry (implying knowledge of brands, trends, team riders, and other relevant aspects)

1+ years experience in graphic design/ web design role

Post-secondary diploma, certificate or degree in a related field, such as graphic communications, graphic design, web design, communications or multimedia

Proven success working independently and with a team

Excellent verbal and written English communication skills

The successful candidate must be self-directed, well organized with strong attention to detail, and have a PASSION for the industry we are in

Assets

Experience developing an e-commerce website

Knowledge of Microsoft RMS

To apply, email your cover letter and resume to [jobs@boardroomshop.com](mailto:jobs@boardroomshop.com).

Please include a link to your portfolio, or attach a JPG image of a sample of your design work.

We thank all applicants for their interest, however only those short-listed will be contacted

No phone calls please.

Application deadline: Friday, July 30th, 2010

<http://vancouver.en.craigslist.ca/van/med/1859746196.html>

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### **Junior digital imaging specialist (Vancouver)**

We are a leading photography company looking for a digital imaging specialist. Some of the primary responsibilities of this position include (but are not limited to) manipulation of digital files and preparing jobs for printing based on given specifications. Applicant should be self motivated with a strong work ethic and meet the following requirements.

Skill Requirements:

Languages: - Strong English verbal and written skills

Specific Skills:

- Receive, organize and manipulate image files and the data associated with it
- Prepare jobs for printing based on specified format
- Verify accuracy and completeness of jobs
- Working knowledge of Adobe Photoshop
- Perform general office duties.

Essential Skills:

- Attention to detail
- Ability to multi-task many projects simultaneously without sacrificing quality
- Ability to work under constant deadline pressure
- Reading text, Writing, and Typing
- Problem solving, Decision making / Critical thinking
- Oral communication
- Working with others
- Job task planning and organizing work
- Significant use of memory
- Finding information
- Understanding of basic software systems and working on a computer network
- Continuous learning

Experience: minimum 1 year experience in a similar position.

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks

Seasonal Job starting Aug 30 with potential for fulltime

<http://vancouver.en.craigslist.ca/van/med/1859670215.html>

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### **Document Advisor (Vancouver)**

For 60 years, Spherion has been helping individuals find rewarding career opportunities that prove a great match for their skills and experience. Every day, our staffing experts partner with job candidates to provide the resources and support they need to find fulfilling employment with thousands of leading companies in North America. Committed to staffing excellence, Spherion combines decades of expertise with staffing innovation to successfully match job seekers to positions that will drive excellence in their career. When it's time to make a job change, don't settle for second best. Let Spherion connect you to a career opportunity that will ensure your continued success!

Spherion in partnership with a well established printing company has a need for a experienced Document Advisor.

Essential functions:

Procure and project-manage offset and digital print and electronic media (CD-ROM) production for external Xerox Customers from concept to delivery.

- . Manage the various process requirements such as attend briefs / quote process / purchase order creation / proof exchange / pack testing (where applicable) delivery date follow up.

- . Develop new applications using variable data or electronic forms composition engines

- . Support the Document Management Strategies developed by the Client and the DAO ensuring the production of the most cost effective product is achieved

- . Provide direction

monitor quality and resolve production problems with the contracted suppliers and creative agencies

- . Identify and develop digital document opportunities

- . Develop strategies for cost savings and advise customer

- . Utilize the DAO technology tools to enable cost savings and achievement of strategic objectives.

- . Maintain a high level of customer satisfaction and resolve any customer complaints (i.e. quality cost or delivery).

- . Provide ongoing status to customers

- . Coordinate and assemble all post-production job costing paperwork in preparation for billing cycle

- . Ensure that savings targets are met and recorded for various deliverables

- . Resolve any discrepancies between purchase orders and vendor's invoices

- . Send samples of jobs to an archive

- . Ensure appropriate documentation is available for audit purposes

- . Strong credibility with clients

- . Strong communication [including written and presentations] skills

- . Strong teamwork skills

WHAT (describe specific responsibilities) % of Time (spent on each)

Develops production strategies to decrease cost and increase efficiency and quality 25%

Manages project from concept stage through final production and delivery to market

Procures print from a list of preferred vendors 45%

Issue resolution 15%

SLA reporting 10%

Special Projects 5%

Required skills:

Job requires a broad knowledge of all concepts

practices and procedures of Graphic Communications

gives technical guidance to others.

- . Demonstrated ability to manage complex projects from start to finish

- . Project and account management experience a plus

- . Direct mail experience a plus

- . Forms creation and management a plus

- . Excellent organizational and time management skills

- . PC and software skills

ex: Microsoft Office Suite

**Education and Experience:**

Minimum: 5 Years direct experience in Graphic Communications industry OR technical school degree in related field with 2 years experience. ; Preferred: 5 Years direct experience in Graphic Communications industry plus 4 year technical school degree in related field

If this describes the opportunity you are looking for please send a copy of your resume and cover letter to NatassiaPremji@spherion.ca.

<http://vancouver.en.craigslist.ca/van/med/1853187122.html>

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**SCRIPT WRITER / ADAPTER (NEW WESTMINSTER, BC)**

Do you have experience writing movie scripts?

Do you have at least 2 years of experience shooting films and/or documentaries?

Do you have experience preparing scenes?

Are you fluent in English? French will be an asset.

Have you worked in projects related to Telefilm Canada?

If your answer is YES, we want to hear from you! Word of Mouth Media from New Westminster currently owns the right of a great script that has been written for a location in Mexico. We need to re-write the script for a similar version specifically adapted British Columbia. The script will be sent to Telefilm Canada in a request for funding.

We need to fulfill Telefilm's conditions for funding as well as other requirements that can make the script a subject of funding. We are looking for someone talented, creative, easy to work with, committed, and engaged so we can obtain a script that fits within the Canadian west. The position is PART-TIME, and will be compensated on a commission basis, once the film gets funding.

**SKILLS:**

- able to re-write a movie script in the specified format
- photographic visualization
- proficient with Microsoft Office, Dreamweaver and Software for editing films
- able to work after hours

SEND A RESUME AND A SAMPLE OF ANY OF YOUR SHORT STORIES, SCRIPTS OR LITERARY ACCOMPLISHMENTS TO:

skillfulpeople@gmail.com

or call (604) 521-9561 ask for Marco

<http://vancouver.en.craigslist.ca/van/med/1852149167.html>

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**Seeking an experienced Graphic & Web Designer**

## Seeking an experienced Graphic & Web Designer

Permanent position (1 vacancy)

Wage/Salary: \$23.50/hour, 37.5 hours/week

Benefits: Medical Insurance, 14 days of paid vacation after 1 year

Printek Ltd is seeking an experienced Graphic & Web designer. It is an immediate opening in a small but fast-paced office environment. The successful candidate will be proficient in both graphic design AND web design, and have experience working in printing industry. If you are the right person to join our team, see application instructions below.

### > Job Description

- Create and edit artwork and imagery for print applications including magazine ads, newspaper ads, brochures, business cards, logos, advertisements, menus and others.
- Manage content for commercial websites using HTML, CSS, FTP software, and some javascript
- Consult with clients in order to meet their needs
- Manage multiple, competing priorities effectively and efficiently, working within established deadlines and specifications
- Assist in other graphic design, web design, communications, and marketing tasks as needed
- Operate high speed digital copiers/printers (Xerox, Canon, etc)

### > Requirements & Qualifications

- Proficiency in all Adobe CS4 programs (for PC and Mac) including Photoshop and Illustrator.
- Proficiency in Dreamweaver as well as coding HTML, Javascript, and managing files using FTP software
- Must demonstrate capability in web design and print design
- Experience working in printing industry (implying knowledge of brochures, business cards, logos, advertisements, menus and other relevant aspects)
- 3+ years experience in graphic and web design role
- Intermediate or upper level in MS office 2007 applications (Word, Excel, Power point)
- Post-secondary degree in a related field, such as graphic communications, graphic design, industrial design or web design
- Fluency in Korean (both written and oral), and at least intermediate level in English
- Have a great sense of Korean Typography
- Have a professional manner in Korean culture; Most of our clients are Korean from different backgrounds, including seniors

### > Assets

- Knowledge of Quark, Word Press and PageMaker
- Experience with high speed digital copiers/printers (Xerox, Canon, etc)

To apply, email your resume with portfolio to [design@printek.ca](mailto:design@printek.ca), with the subject "Job applying".

Application deadline: August 6, 2010

Printek, Ltd.

# 2826-4500 Kingsway Burnaby, BC V5H 2A9

Email: [design@printek.ca](mailto:design@printek.ca)

### **Marketing E-Design Specialist (Richmond)**

We are looking for one more experienced, passionate member to join our Marketing Team. We are in search of an E-Design Specialist that will create all of our e-marketing offerings – flyers, brochures, custom websites and more!

If you are a highly creative individual with brand marketing experience, someone who is passionate about their work as well as the business, if you live and breathe creativity - then you'll fit right in.

Note that this is not an entry-level position. We need somebody who can jump right in and make things happen. The ideal candidate will have a marketing and apparel background. We have a top-notch team in place, so the bar is high. It's an exciting, fast-paced environment.

#### Qualifications:

- Excellent written and oral communication skills
- Eager to learn new technologies
- Balance of technical and creative skills
- Willingness to handle both large projects and small tasks as needed
- Ability to multi-task and manage several projects at once
- Must have 2+ years of Photoshop and MS Office. Illustrator and InDesign are also an asset.
- Communicate with customers to provide them with Custom Marketing
- Web design is an asset

### **Junior Graphic Designer (2 month contract) (Richmond)**

The Junior Graphic Designer role requires a hard working, organized graphic designer/production artist with excellent Adobe Creative Suite skills. This person will play a key role in reviewing and producing packaging artwork files destined for print in our manufacturing facilities.

This highly efficient, knowledgeable individual will work with other members of the product marketing team to drive and deliver packaging artwork for Sierra Wireless and its global customers and partners.

#### Responsibilities

Review customer-driven artwork files and support packaging projects for customized products  
Work with the Product Management and Operations Departments to develop and prepare packaging artwork files for print, for multiple SKUs  
Closely follow internal documentation and quality assurance requirements and processes  
Work closely with external printing and fulfillment vendors  
Support the development of global marketing brochures, advertisements, point of sale displays, and corporate communication materials for trade shows.

#### Knowledge & Experience Required

Post secondary education in graphic design  
Adobe Creative Suite expertise  
Minimum one years experience working in a design position within a corporate environment  
Experience in print a must  
Ability to demonstrate experience working with print and/or packaging artwork  
Proven ability to manage communications with pre-press departments and vendors  
Goal oriented individual who can manage tight deadlines and multiple jobs  
Detail oriented and organized  
Work well individually and in a team environment with minimal supervision  
Strong written and verbal communication skills

Interested candidates may apply directly at our careers site:

<http://www.sierrawireless.com/AboutUs/careers/GlobalOpportunities.aspx>.

<http://vancouver.en.craigslist.ca/rch/med/1843472433.html>

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#### **Associate Art Director - NEW ACTION PROJECT (Burnaby)**

## **ASSOCIATE ART DIRECTOR – NEW ACTION PROJECT**

Blue Castle Games – Burnaby, BC

Blue Castle has a key position open if you're a developing Lead Artist or Art Director who is interested in further establishing our games high visual standards and providing creative direction to artists across multiple disciplines.

The Associate Art Director at BCG reports to the Art Director and will work in all art domains of our Action title including characters, environments and front-end/GUI, and is responsible for creating the visual targets and maintaining the look and feel of those areas. An Art Director maintains the visual integrity throughout the entire project, ensuring consistency and the highest quality.

### **RESPONSIBILITIES:**

- Collaborate with the Art Director by providing focus and clear direction to art teams as required. Able to provide hands on support per art team as needed.
- Capacity to shift across the character, environment and front end based on our projects requirements.
- Assist the Art Director in establishing industry-leading visual direction and production standards.
- Able to steer and direct a team of artists within a visual domain in context with the game-play and overall visual requirements on multi-platform console game.
- Identify problems that can be addressed visually and provide solutions.
- Create and assist with management of project schedules and resource planning within an art domain (environments, characters, front end)
- Conduct critiques with clear and consistent direction to the art team.
- Demonstrate a high level of creativity and originality in treatments of licensed IP and licensor style guides without violating license issues, or create style guides with the Art Director if none exist.
- Responsible for mentoring and training for the Art teams.

### **REQUIREMENTS:**

- Experience with various levels of art direction on a minimum of 2 successfully shipped AA/AAA titles
- Credited as an Associate Art Director or as a Lead Artist a must.
- Strong understanding of form, shape and structure as well as a clear knowledge of colour theory and visual grammar.
- Demonstrated ability to supervise and direct franchises that ship on-time, which includes providing consistent and clear direction for domain sized art teams.
- Strong skills in understanding character development and/or environmental creation within the technical limitations of game console platforms.
- Expert understanding of craftsmanship, continuity, and pre-production. Must also demonstrate an understanding of storytelling and design processes, as well as an ability to integrate them while ensuring that high production values are never compromised.
- Must demonstrate an ability to present to and manage their teams well, providing inspirational leadership and mentoring to artists at all levels.
- Track record of working with and maintaining the integrity of Licensor IP and/or style guide.
- Capable of identifying and recommending needs for art-specific tools to enhance or control visual aspects of game.
- Excellent written and verbal communication skills; must be able to communicate difficult and creative concepts in a clear and concise manner; capable of writing design documentation defining needs.
- Excellent presentation skills.
- Strong understanding of how the art pipeline works, both technically and managerially, and how to create/modify and monitor it.
- Advanced understanding of several 2D and 3D software packages.
- Nice to have – Art-related degree or demonstrated skills in an art discipline.

To apply for this position, please visit <http://www.bluecastlegames.com/careers>.

We thank all applicants for applying, however, only those selected for an interview will be contacted.

**DEMO REEL REQUIRED:** Which must include a detailed breakdown your responsibilities and involvement of each project and why you made the visual choices/decisions you did. Your work should demonstrate a consistency of direction from preproduction to the final product and how you got it there. Feel free to also include any personal work you have done.

Online reels are preferred; however, CD or DVD formatted reels can be forwarded to: Blue Castle Games, Inc. - #300 – 4401 Still Creek Drive, Burnaby, BC, Canada V5C 6G9

**BLUE CASTLE GAMES** (<http://www.bluecastlegames.com>) is a full-service, multi-project and multi-platform 3rd party developer located in Vancouver, Canada. The studio was formed in 2005, fulfilling the desire to start a company where creativity, experience and hard work come together to create outstanding games. Today Blue Castle Games is a 160-person studio and in its short tenure, has developed and shipped The BIGS, MLB Front Office Manager, and The BIGS 2 (all published by 2K Sports). Currently in development is the AAA Action project, Dead Rising 2, which will be published by Capcom in September 2010 and an unannounced Action project.

<http://vancouver.en.craigslist.ca/bnc/med/1842686520.html>

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**Art Director - NEW ACTION PROJECT (Burnaby)**

## **ART DIRECTOR**

Blue Castle Games, Burnaby B.C.

Over the past five years, Blue Castle has brought together 160 of the most talented minds in the industry, shipped three titles (The BIGS, MLB Front Office Manager and The BIGS 2 all published by 2K Sports) and is about to ship Capcom's Dead Rising 2 in September 2010. We are starting work on something new and have a key position open that we need an experienced Art Director to lead the charge on.

This Art Director role requires an emphasis on environments and will work collaboratively with our publishing partners to create, establish and deliver this project's visual targets while maintaining the visual integrity, look and feel in all art domains, and ensuring they are delivered to the highest quality.

### **RESPONSIBILITIES:**

- Lead the charge, provide focus, and clear direction to art teams while establishing industry-leading visual direction and production standards
- Able to provide hands on support per art team as needed
- Able to steer and direct a team of artists within a visual domain in context with the game-play and overall visual requirements on multi-platform console game
- Identify problems that can be addressed visually and provide solutions
- Collaborate with our Project Managers to create project schedules and resource plans within an art domain (environments, characters, front end)
- Conduct critiques with clear and consistent direction to the art team
- Demonstrate a high level of creativity and originality in treatments of licensed IP and licensor style guides without violating license issues, or create style guides if none exist
- Ensure adequate pre-production and testing of new concepts/techniques is complete prior to production of title
- Work collaboratively with publishing partners to establish and deliver visual targets
- Support business development by overseeing the art development in new proposed projects and conveying ideas to clients, prospective clients, and studio management
- Capacity to shift across the character, environment and front end based on our projects requirements
- Responsible for mentoring, training, career direction and performance evaluations for the Art teams

### **REQUIREMENTS:**

- Must have art directed environments on at least 1 title with sample work provided in your demo reel
- Experience with various levels of art direction on 4 successfully shipped AA/AAA titles
- Demonstrated ability to supervise and direct large franchises that ship on-time, which includes providing consistent and clear direction for large art teams
- Strong understanding of form, shape and structure as well as a clear knowledge of colour theory and visual grammar
- Strong skills in understanding character development and environmental creation within the technical limitations of game console platforms
- Expert understanding of craftsmanship, continuity, and pre-production. Must also demonstrate an understanding of storytelling and design processes, as well as an ability to integrate them while ensuring that high production values are never compromised
- Must demonstrate an ability to present to and manage teams well, providing inspirational leadership and mentoring to artists at all levels
- Ability to work with and maintain the integrity of Licensor IP and/or style guide
- Capable of identifying and recommending needs for art-specific tools to enhance or control visual aspects of game
- Excellent written and verbal communication skills; must be able to communicate difficult and creative concepts in a clear and concise manner; capable of writing design documentation defining project needs

- Strong presentation skills
- Strong understanding of how the art pipeline works, both technically and managerially, and how to create/modify and monitor it
- Advanced understanding of several 2D and 3D software packages
- Nice to have – Art-related degree or demonstrated skills in an art discipline

To apply for this position, please visit <http://www.bluecastlegames.com/careers>.

We thank all applicants for applying, however, only those selected for an interview will be contacted.

**DEMO REEL REQUIRED:** Which must include a detailed breakdown your responsibilities and involvement of each project and why you made the visual choices/decisions you did. Your work should demonstrate a consistency of direction from preproduction to the final product and how you got it there with an emphasis being on environments. Feel free to also include any personal work you have done.

**BLUE CASTLE GAMES** (<http://www.bluecastlegames.com>) is a full-service, multi-project and multi-platform 3rd party developer located in Vancouver, Canada. The studio was formed in 2005, fulfilling the desire to start a company where creativity, experience and hard work come together to create outstanding games. Today Blue Castle Games is a 160-person studio and in its short tenure, has developed and shipped The BIGS, MLB Front Office Manager, and The BIGS 2 (all published by 2K Sports). Currently in development is the AAA Action project, Dead Rising 2, which will be published by Capcom in September 2010 and an unannounced Action project.

<http://vancouver.en.craigslist.ca/bnc/med/1842677853.html>

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**QUALITY ASSURANCE - Bilingual (French) (Burnaby, BC)**

One of Canada's Top 100 Employers is currently recruiting for a Quality Assurance Specialist with our Graphic Services division. Our employees are part of a professional environment driven by a world-class brand, innovative marketing and cutting-edge technology. We are the country's largest publisher of print and online directories. We offer a work environment that values customer commitment, open communication, teamwork, tangible results and efficiency.

What we are seeking in a Quality Assurance Specialist for our Pagination Dept:

Bilingual - French - written and spoken

Proofread print advertisement and premium assignments within a paperless workflow

Edit and query/reject all inconsistencies

Follow established guidelines to proofread source data

Follow pagination guidelines to proofread final printer ready pages

Must meet company expectations for production volumes and quality performance

Solid experience with Word and Excel (intermediate excel user)

1-2 years experience required -preferably in a publications company (an asset)

Document Imaging an asset

Multi-task and able to meet very tight deadlines

What we have to offer:

Competitive salary

Performance Pay

Vacation Benefits

Flexible Benefits, Pension Plan, RRSP and Tuition Reimbursement

Free Parking

We offer a work environment that values customer commitment, open communication, teamwork, tangible results and efficiency

If you have the qualifications described above - then what are you waiting for submit your resume today!! This is a fabulous opportunity to work for one of Canada's Top 100 Employers!!!

<http://vancouver.en.craigslist.ca/van/med/1840017096.html>

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**graphics technician and photographer (Richmond)**

studio 306 design inc. is a graphic design company located in Richmond, BC, and is comprised of a team of young energetic individuals specializing in graphic design for all forms of print and web media applications. We also specialize in custom vinyl die-cutting and sign-making, as well as vehicle graphics.

We are seeking an individual to assist our chief designer in preparing artwork for its intended media, whether it be for print or for web use. This will be a long term full-time position, commencing at the end of July, 2010. Must be familiar with MAC OSX platform and the latest versions of Adobe Creative Suite software, as the large majority of our work is done on MAC computers.

Photography work will mostly be for product photos and location photos. Experience in digital image editing is a must, in addition to knowledge and experience in the proper set-up of photography environment and equipment.

Also need to have experience in operating a vinyl die-cutter, and preparing the vinyl for application. Must also be fluent in written English and Japanese, as many of our clients are from Asian countries.

High attention to detail, ability to work well independently and professional phone manner will be necessary qualities for the successful candidate.

#### Primary Job Duties:

- Following the instructions of the Chief Designer, prepare artwork layout to production specifications, so that file will be ready for print, for web applications, or for digital die-cutting.
- Prepare artwork to printer's specifications, so that page numbers will output and bind correctly, photos and text will match, and bleeding, cropping, and sizing will be correct. There will be different specifications depending on digital printing or offset printing.
- Prepare products and environment for photography, requiring knowledge and experience to set up the lighting and background.
- Digital editing of photographs for colour correction and optimal resolution for intended media.
- Act as liaison to printers and customers to obtain precise specifications for artwork.
- Proper file management and quality control check to ensure correct output of artwork.
- Operate vinyl die-cutter, prepare vinyl for application.
- Interpret instructions and ad copies from Japanese clients, be our key contact with those clients.
- Simple office duties such as answering telephone, paying bills.

#### Skill Requirements:

- 2 years experience or more in photography, preference given to successful completion of related education

- 2 years experience or more in print pre-press production and preparation work
- 2 years experience or more in custom vinyl die-cutting preparation and application
- proficiency in written and spoken English and Japanese is essential,

We are an equal opportunity employer and offer a competitive compensation package. Compensation will be based on the experience ranging from \$19.50 to \$30.00 per hour. Please visit our website at <http://www.threeosix.com> to get an idea of the type of work that we do.

We thank all applicants for applying however only those selected will be contacted for an interview. You must be legally entitled to work in Canada.

<http://vancouver.en.craigslist.ca/rch/med/1839977094.html>

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### **Graphics Sales Sensation (Surrey)**

Join a winning team – Tentnology is the leading supplier to high profile international special events with innovative fabric structures. We are looking for a Graphics Sales Sensation to continue the rapid growth of our highly successful graphics sales team.

Successful candidates will be responsible for project sales of branded special event tents. Must be adaptable, creative and proactive in a team environment. Your enthusiasm and positive outlook are supported by outstanding organizational skills and attention to detail. You enjoy the use of technology, possess solid software skills, and love speaking with customers. To qualify, you must have excellent written and spoken English communication skills, experience with Microsoft Office, and a minimum of 2 years experience in a similar role. Post-secondary education, strong entrepreneurial attitude and great communication skills are mandatory. The ideal candidate would have some knowledge of graphics design including experience with the Adobe Creative Suite 3.

We offer a fun-filled, fast-paced work environment supported by interesting and challenging projects of a global nature. Working hours are full-time Monday to Friday, 8-5pm. Applicants who excel in a fast paced environment are encouraged to apply.

Interested applicants, please personally draft a cover letter stating why you would excel in this position and email it with your resume to [christina@tentnology.com](mailto:christina@tentnology.com) with "Graphics Sales" in the subject line. No phone calls or faxes please. While we thank in advance all those who apply, only those selected for an interview will be contacted.

<http://vancouver.en.craigslist.ca/rds/med/1839816816.html>

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### **Graphics Sales and Operations Coordinator (Surrey)**

Join a winning team – Tentnology is the leading supplier to high profile international special events with innovative fabric structures. Due to continued growth and success we are seeking a right and left-brained control-freak to take on the position of Graphics Operations Coordinator.

You will be responsible for working with high-profile marketing agencies and providing them with excellent customer service as their primary contact during the production process. You will also be responsible for coordinating the orders internally with the accounts receivable, sales, production, and engineering departments. The opportunity to assist the Graphics Designer with mockups and proofs during peak season, holiday and sick relief will also be available to the experienced candidate.

You are adaptable, creative, proactive and love talking to customers. You will ideally have a Graphics background and good understanding of the industry. Your enthusiasm and positive outlook are supported by outstanding organizational skills and attention to detail. You are able to follow instructions closely and problem solve independently with equal ease. Great communication skills and the ability to pleasantly and diplomatically deal with difficult individuals and situations are mandatory. To qualify, you must have excellent written and spoken English communication skills, experience with Microsoft Office, and ideally a minimum of 2 years experience in a similar role. Experience in Adobe Creative Suite 3 and Visual would be a definite bonus.

We offer a fun-filled, fast-paced work environment supported by interesting and challenging projects of a global nature. Working hours are full-time Monday to Friday, 8-5pm. Applicants who excel in a fast paced environment are encouraged to apply.

Interested applicants, please personally draft a cover letter stating why you would excel in this position and email it with your resume to [christina@tentnology.com](mailto:christina@tentnology.com) with "Graphics Coordinator" in the subject line. No phone calls or faxes please. While we thank in advance all those who apply, only those selected for an interview will be contacted.

<http://vancouver.en.craigslist.ca/rds/med/1834825352.html>

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**Graphic & Web Designer (Burnaby)**

## Graphic & Web Designer

Permanent position (1 vacancy)

Wage/Salary: \$23.50/hour, 37.5 hours/week

Benefits: Medical Insurance, 14 days of paid vacation after 1 year

Printek Ltd is seeking an experienced Graphic & Web designer. It is an immediate opening in a small but fast-paced office environment. The successful candidate will be proficient in both graphic design AND web design, and have experience working in printing industry. If you are the right person to join our team, see application instructions below.

### > Job Description

- Create and edit artwork and imagery for print applications including magazine ads, newspaper ads, brochures, business cards, logos, advertisements, menus and others.
- Manage content for commercial websites using HTML, CSS, FTP software, and some javascript
- Consult with clients in order to meet their needs
- Manage multiple, competing priorities effectively and efficiently, working within established deadlines and specifications
- Assist in other graphic design, web design, communications, and marketing tasks as needed
- Operate high speed digital copiers/printers (Xerox, Canon, etc)

### > Requirements & Qualifications

- Proficiency in all Adobe CS4 programs (for PC and Mac) including Photoshop and Illustrator.
- Proficiency in Dreamweaver as well as coding HTML, Javascript, and managing files using FTP software
- Must demonstrate capability in web design and print design
- Experience working in printing industry (implying knowledge of brochures, business cards, logos, advertisements, menus and other relevant aspects)
- 3+ years experience in graphic and web design role
- Intermediate or upper level in MS office 2007 applications (Word, Excel, Power point)
- Post-secondary degree in a related field, such as graphic communications, graphic design, industrial design or web design
- Fluency in Korean (both written and oral), and at least intermediate level in English
- Have a great sense of Korean Typography
- Have a professional manner in Korean culture; Most of our clients are Korean from different backgrounds, including seniors

### > Assets

- Knowledge of Quark, Word Press and PageMaker
- Experience with high speed digital copiers/printers (Xerox, Canon, etc)

To apply, email your resume with portfolio to [design@printek.ca](mailto:design@printek.ca), with the subject "Job applying".

Application deadline: July 30, 2010

Printek, Ltd.

# 2826-4500 Kingsway Burnaby, BC V5H 2A9

Email: [design@printek.ca](mailto:design@printek.ca)

<http://vancouver.en.craigslist.ca/bnc/med/1833341601.html>



Primarily responsible for creative web design, technical development and maintenance of clients' websites, as well as other graphic and print design work.

Qualifications Must have a minimum of 5 years as senior designer and developer with demonstrated experience in website development Certification from an acceptable post-secondary program in related fields of study normally offered by a recognized academy, college or university Be legally entitled to work in Canada Competency in Microsoft Office Suite, primarily Outlook, Word, Excel, Project, Access, PowerPoint and Visio Competency in Adobe Creative Suite 4 (i.e. Dreamweaver, Fireworks, Photoshop, Flash, Media Encoder, Illustrator and InDesign), Acrobat and Flex Competency with Html, Javascript, jquery, CSS, XML, PHP, ColdFusion and Database Development Can produce highly impressive creative in a timely manner Brilliant design and layout skills for both web and print media Advanced Flash design, development and ActionScript expertise Able to collaborate with team members as well as work independently on projects A solid understanding of web usability, interface and user experience Familiarity or understanding of Internet Marketing and Search Engine Optimization best practices A solid understanding of business branding Understanding of Social Media platforms and strategies for business Experience with selling and upselling web products and services Excellent attention to detail Excellent written and oral communication skills Able to operate under pressure, schedule tasks and meet deadlines A polished and professional portfolio is a must Personality

You are highly creative, an eager beaver who is always wanting to learn and do more. Flexible and adaptive to change, you thrive in a creative atmosphere in which you can work on multiple projects, with multiple clients, and can enjoy the challenge of working with a variety of tasks. You work efficiently, multitask with ease, and have a keen eye for detail. You always proof and test your work. You love people and enjoy collaborating, being a part of a very dynamic and social team, but can also work independently or one-on-one with clients. You prefer to work within the guidelines of established systems and internal quality control processes. You are a positive, out-of-the-box thinker who loves a challenge and prefers to focus on solutions, not obstacles. You will flourish in our family-like culture that balances between working hard and having fun.

Responsibilities Reporting to the Creative Director and Production Manager Creating web, graphics and multimedia content for client websites Providing impeccable customer service and be courteous, prompt, and timely Providing creative consultation and/or technical support for clients Communicating effectively both internally and externally, i.e. check email, forward to appropriate parties and reply timely with priority to editing or technical support requests Upselling clients on more product and services Coordinating website development and design, participating in strategy sessions, and minute taking from production meetings Producing wireframes of concepts and presenting to clients using Adobe Acrobat Designing concepts and/or editing existing templates in Adobe Fireworks Designing Flash banners with ActionScript and transitions Setting up and preparing development websites Meeting one-on-one with clients to facilitate and/or lead meetings Preparing temporary or publishing client content for shopping carts, product catalogues and image galleries using the Content Management System (CMS) Cutting and/or slicing of design concepts and building out website navigation and pages using CSS best practices Using multiple browsers, testing websites against W3C Markup Validation Service and fixing errors Running spellchecker and HTML validator Inserting and formatting of website content, including text and images Integrating design templates into WordPress and Mango blogs Designing form interface and processors in ColdFusion Performing Search Engine Optimization functions and best practices Performing manual and/or electronic search engine registrations and reporting for client websites Creating documentation for client websites Publishing of websites on the Internet Performing updates and maintenance of client websites Tracking your time against and renewing maintenance agreements for all clients to ensure profitability of the company Adhering to Production Procedures & Quality Control and other internal documents and procedures Working with the team of designers, developers, copywriters, account advisors and operations Being responsible for the security of our Intellectual Property and internal information

**Checklist of items to include when applying:**

Cover letter Resumé Digital portfolio of creative work Examples of completed web development work / programming

\*\*\*This is a full-time, in-house position.

\*\*\*No recruiters please.

\*\*\*Please click on the link below to complete our Online Application form.

[Click here to complete our Online Application form.](#) --EOF

<http://vancouver.en.craigslist.ca/van/med/1832696190.html>

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**Gallery Coordinator (Seymour Art Gallery)**

Job Title: Gallery Coordinator  
Institution/Organization: Seymour Art Gallery  
Location: North Vancouver, BC  
Closing Date: August 6, 2010  
Salary range: \$14 per hour, 7 hours/day

Job description:

3 days/week until at least the end of December 2010

Apply to:

Board of Directors  
Seymour Art Gallery  
4360 Gallant Avenue  
North Vancouver, BC V7G 1L2  
(604) 924-1378

info@seymourartgallery.com

www.seymourartgallery.com

Deadline for application, with cover letter, August 6, 2010

Interviews and selection of successful applicant, week of August 9-13.

Start of work August 16, to allow for 3 days overlap with current Gallery Coordinator

Background information:

In lieu of a full-time curator, the Seymour Art Gallery (repeatedly selected as People's Choice for "the best little Gallery on the North Shore") will continue to operate with 2 junior staff: a Gallery Coordinator and an Administrator, plus significant hands-on involvement by members of the Board of Directors. The current Gallery Coordinator is leaving to pursue graduate studies. The current staffing arrangement will remain in place until at least the end of December 2010, and possibly longer, depending on the outcome of the Gallery's ongoing Strategic Planning Process, and the timing of a Curator search. A full slate of exhibitions extending into the summer of 2010 is already in place.

Position Summary:

The Gallery Coordinator performs some of the functions that would normally be assigned to a Curator, including coordination with artists, installation of exhibitions (in conjunction with a volunteer installation team), coordination of exhibition openings, and coordination of other program events. The Gallery Coordinator also has a major responsibility for publicity, and liaison with Gallery fundraising activities, plus opening and closing the Gallery and the Deep Cove Cultural Centre as a whole on his/her days of work, assisting and coordinating with the Shop/Gallery volunteers on duty those days, and providing information to the volunteers and the public as required. The Gallery Coordinator works closely with the other part-time staff person (the Administrator), as well as the Board's Curatorial Committee and Board of Directors generally. The Gallery Coordinator's responsibilities do not include the generation of new exhibitions, the generation of other Gallery program events, the writing of grant proposals, financial management, Gallery Shop management or the coordination of volunteers more generally.

Qualifications, Skills and Experience Preferred:

This is an entry level position, requiring general interest in and familiarity with the visual arts, but no previous experience working in an art gallery. Successful completion of this temporary, part-time position will provide the successful applicant with good experience for a next level position with a public or private art gallery. A post-secondary fine arts degree/diploma is highly desirable.

Proficient computer literacy is required, including keyboarding and use of Word for Windows

Graphic design skills very desirable but proficiency in graphic design computer programs not essential.

Good public manner and interpersonal, oral and written skills

Well organized, multi-tasking ability and good time management skills  
Own transportation desirable but not essential

<http://vancouver.en.craigslist.ca/nvn/med/1830934755.html>

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**Graphic design/website administrator (Vancouver)**

The Boardroom  
Graphic Designer & Website Administrator  
Job Description

Create and edit artwork and imagery for print, web, and multimedia applications including magazine ads, newspaper ads, brochures, signs, POS materials, decals, websites, blogs, and social media profiles

Execute web-based advertising and communications using email newsletters, blogs and various social media outlets for wholesale (B2B) and retail (B2C) divisions of company

Produce content for e-commerce website and multiple informational websites using Wordpress, HTML, FTP software, and some ColdFusion Script

Assist in the development of a new e-commerce website, working with a cross-departmental team

Manage logo requests and other requests related to consistent branding

Manage multiple, competing priorities effectively and efficiently, working within established deadlines and specifications

Assist in other graphic design and web design tasks as needed

Requirements

Qualifications

Proficient in all Adobe CS4 programs including Photoshop, Illustrator, and Dreamweaver (for PC), as well as coding HTML, and managing files using FTP software

Experience working in snowboard, wakeboard, or skateboard industry (implying knowledge of brands, trends, team riders, and other relevant aspects)

1+ years experience in graphic design/ web design role

Post-secondary diploma, certificate or degree in a related field, such as graphic communications, graphic design, communications, multimedia, marketing, or business administration

Proven success working independently and with a team

Excellent verbal and written English communication skills

The successful candidate must be self-directed, well organized with strong attention to detail, and have a passion for the industry we are in

Assets

Experience developing an e-commerce website

Knowledge of Microsoft RMS

To apply, email your cover letter and resume to [jobs@boardroomshop.com](mailto:jobs@boardroomshop.com).

Please include a link to your portfolio, or attach a JPG image of a sample of your design work.

We thank all applicants for their interest, however only those short-listed will be contacted

No phone calls please.

Application deadline: Friday, July 30th, 2010

<http://vancouver.en.craigslist.ca/van/med/1823184097.html>

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## **Technical Artist (Toronto)**

JOIN THE AWARD WINNING WEBKINZ TEAM !!

Now is your chance to join the team that has brought you the global phenomenon Webkinz and Webkinz Jr.

Technical Artists are responsible for development of software tools in all areas of the production pipeline. They must be self starters with a love of problem solving. Acting as a bridge between the artists and programmers, Technical Artists ensure art assets can be easily integrated without sacrificing quality. With a foot in both artistic and technical fields, candidates must have a logical mind and an eye for detail.

Technical Artist

Responsibilities:

- Integrating and optimizing graphics from various sources within the department for web development
- Develop and maintain custom tools for pipeline optimization across multiple applications
- Act as a liaison between the Art and Development team to create tools to integrate art assets
- R&D with an eye towards visual and technical innovation in dealing with process and pipeline creation
- Develop new techniques and processes to solve production challenges
- Document processes and procedures thoroughly

Qualifications:

- 2+ Years in similar role in animation or game development
- Attention to detail and excellent problem solving skills
- Excellent knowledge of Actionscript, HTML, CSS, Java, JFSL
- Excellent communication skills both written and Verbal
- Knowledge of Max Script and PHP an Asset

Interested candidates are invited to forward resumes by email to [careers@ganz.com](mailto:careers@ganz.com)

Check out our other websites at: [www.webkinz.com](http://www.webkinz.com) and [www.webkinzjr.com](http://www.webkinzjr.com)

<http://vancouver.en.craigslist.ca/van/med/1819994573.html>

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## **Print Production Manager (Vancouver)**

Print Production Manager  
(13853)

Essential Functions:

- Procure and project-manage offset and digital print and electronic media (CD-ROM) production for external Customers. Manage the various process requirements such as attend briefs / quote process / purchase order creation / proof exchange / pack testing (where applicable) delivery date follow up
- Implement with Business Units the Document Management Strategies developed by the Client and the DAO ensuring the production of the most cost effective product is achieved
- Provide direction monitor quality and resolve production problems with the contracted suppliers and creative agencies
- Own Business Unit relationships working with the Business Unit Document owners to meet document production needs
- Develop strategies for all print and electronic documents through value added solutions on print production/demand management - identify and develop unique and creative document solutions including personalized communications
- Develop and present new and innovative solutions to key senior Business Unit decision makers
- Identify and develop digital document opportunities
- Utilize the DAO technology tools to enable cost savings and achievement of strategic objectives.
- Maintain a high level of customer satisfaction and resolve any customer complaints (i.e. quality cost or delivery).
- Provide ongoing status to customers
- Coordinate and assemble all post-production job costing paperwork in preparation for billing cycle
- Ensure that savings targets are met and recorded for various deliverables
- Resolve any discrepancies between purchase orders and vendor's invoices
- Send samples of jobs to the archive
- Ensure appropriate documentation is available for audit purposes
- Strong credibility with clients
- Utilizes consultative selling skills to identify customer pain points
- Strong project management skills
- Strong communication [including written and presentations] skills
- Proven ability to influence decisions
- Able to raise issues with others in a way that maintains trust and credibility
- Proven ability to build and maintain key high level professional relationships
- Strong teamwork skills
- Proven passion for learning and thought leadership with the intent to continuously improve knowledge and skill set that ensures customers receive the highest possible value and return on their investment

WHAT (describe specific responsibilities) % of Time (spent on each)

Develops production strategies to decrease cost and increase efficiency and quality 25%

Manages project from concept stage through final production and delivery to market 45%

Procures print from a list of preferred vendors 15%

Identify new opportunities to expand DAO services. Work with the DAO management team to develop these opportunities. 15%

Develop and manage client relationships 5%

Required Skills:

This job requires and advanced knowledge of all concepts practices and procedures of the Graphics Communications discipline. Experience is required in all areas a Commercial Printing. This includes: job/file design use of industry standard design applications file preparation for print including all common Prepress activities in-depth knowledge of common Print methodologies (Web Litho and Digital) document finishing warehousing and fulfillment.

- Demonstrated ability to manage complex projects from start to finish
- Project and account management experience a plus

- Sales experience a plus
- Direct mail experience a plus
- Forms creation and management a plus
- Excellent organizational and time management skills
- PC and software skills ex: Microsoft Office Suite

Experience:

Minimum: 10+ Years direct experience in Graphic Communications industry OR Bachelor level degree in related field with 5 years experience

<http://vancouver.en.craigslist.ca/van/med/1817459215.html>

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