

# COMMONVISION IS HIRING!

## PRODUCTION ROOM ASSISTANT

You do not have to be a visual arts major to apply to this position or have printing experience. This position requires working in our production room.

### Students will be responsible for:

- Receiving, reviewing and processing print orders
- Prioritizing tasks for efficiency and tight deadlines
- Modifying existing digital projects using InDesign, Illustrator & Photoshop
- Running print jobs on wide format and large volume printers
- Take the lead installing projects around campus
- Using other finishing services as required by the project
- Coil Binding, Roto-Cutter, Guillotine Cutter
- Lamination and foam board mounting

### We're looking for students with:

- Strong interpersonal and communication skills
- A great sense of organization and planning
- Ability to work without constant supervision
- Ability to work in a fast-paced physical environment
- Experience working with MAC and PC Operating Systems

### Bonus points if you:

- Have an interest in visual arts, design, and/or animation
- Have an interest or are involved in student events
- Make us laugh
- Are self-motivated,
- Are team-oriented
- Are attentive to details
- Manage time and deadlines well

### MUSTS:

- Be highly dedicated & organized
- Must have a GPA of 2.5 or higher
- Must pass a judicial check
- Must have at least 2 semesters left
- Must be able to work at least 10 hours a week

Please send a cover letter, resume, and two references to [commonvision@umbc.edu](mailto:commonvision@umbc.edu) with the subject line "commonvision Production Room Assistant Application Winter 2017."

For best consideration apply by December 16, 2016 by 4:00PM.