



Graphic Prepress Production Coordinator – Corporate Interiors Division

Are you a creative professional looking to work for an extraordinary company that creates extraordinary experiences? Are you a natural problem solver who enjoys transforming complex spaces into intuitive, engaging environments? Do you thrive in a fast-paced, collaborative, deadline-driven environment?

Our Graphics department is an integral part of the team that transforms ideas into experiences. We create branded environments, workplace interiors, and wayfinding solutions that connect people to spaces and strengthen client brands. As a subject matter expert, you'll bring creativity, technical expertise, and practical problem-solving skills to projects of all sizes.

A Typical Day

- Collaborating with Project Managers, Designers, and Production teams to develop impactful wayfinding and environmental graphic solutions.
- Creating presentation layouts, design intent packages, and client approval documents.
- Developing signage programs, branded environments, and corporate interior graphics from concept through implementation.
- Preparing production-ready artwork and technical documentation using Adobe Creative Cloud software.
- Ensuring accuracy of graphic applications within architectural spaces.
- Coordinating with vendors, fabricators, and installers to ensure successful project execution.
- Requesting and reviewing vendor quotations and assisting with project budgeting.
- Supporting material and substrate selection for signage, wall graphics, dimensional elements, and branded environments.
- Maintaining project documentation, specifications, and graphic standards.
- Ensuring quality control throughout design development, production, and installation phases.



About You

- Post-secondary education in Graphic Design, Graphic Prepress, Graphic Production or a related field..
- Good understanding of signage systems, environmental branding, and wayfinding principles.
- Experience creating production-ready artwork and technical drawing packages.
- Proficiency in Adobe Creative Cloud (Illustrator, InDesign, Photoshop), with experience working from architectural drawings considered an asset.
- Knowledge of large-format graphics production, fabrication methods, and installation practices.
- Highly organized with exceptional attention to detail.
- Ability to manage multiple priorities while maintaining design quality and technical accuracy.
- Comfortable working independently and collaboratively across multidisciplinary teams.
- Resourceful, proactive, and solution-oriented.
- Passionate about creating environments that enhance user experience and reinforce brand identity.
- Values teamwork and contributing to a positive, collaborative culture.

What You'll Create

- Corporate interior branding programs
- Workplace and campus wayfinding systems
- Environmental graphics and storytelling elements
- Signage standards and design guidelines
- Experiential and branded environments
- Large-format graphics integrated into architectural spaces

Freelance and fixed-term contract options available.

Please send your resume to Derickg@thinkubik.com