

## Prepress, Print Production & Packaging Position

### About Us:

At DisplayPoint, we provide high-quality printing services, helping brands bring their ideas to life with exceptional speed and quality. With 21 years of experience and cutting-edge technology, we ensure that every project is executed to the highest standards. Our team is dedicated to delivering reliable, timely, and creative printing solutions that exceed our clients' expectations.

---

### Position Overview

We are seeking a motivated and detail-oriented **Prepress, Print Production & Packaging Position** join our team. This position offers hands-on experience in prepress, packaging design and print production workflows within a fast-paced manufacturing environment.

The position will assist in preparing artwork for production, reviewing files to ensure print readiness, and supporting the design-to-production process. This role is ideal for recent graduates seeking real-world experience in prepress, packaging and wide-format printing.

---

### Key Responsibilities

#### 1. Prepress & File Preparation

- Review and process files submitted by clients or designers to ensure they are print-ready
  - Prepare and format digital files, ensuring they meet the specifications required for printing
  - Check for resolution, color mode, and bleed settings to ensure high-quality prints
  - Convert files to appropriate file formats (such as PDF, TIFF, and EPS) for printing
  - Help with color management and proofing processes to ensure accurate color reproduction
  - Collaborate with graphic designers or clients to make necessary adjustments to files
- 

#### 2. Packaging Design Support

- Developing packaging and POP display layouts
  - Work with provided dielines and structural templates
  - Create mock-ups and presentation visuals for internal or client review
  - Support revisions based on production or client feedback
  - Assist with colour management and proofing processes
-

### **3. Proofing & Quality Control**

- Generate and review print proofs to ensure design, layout, and color accuracy meet expectations
  - Communicate with clients to confirm proof approvals before proceeding to print
  - Assist with checking final outputs for any inconsistencies or errors before production
  - Ensure the proper scaling and resolution of images and artwork to avoid defects in the final printed product
  - Ensure production matches the customer-approved sample
- 

### **4. Production Support & Team Collaboration**

- Work closely with prepress, cutting, and assembly teams to ensure smooth job execution
  - Assist with preparing samples, mock-ups, and prototypes for client review or internal approval
  - Support production scheduling and workflow coordination to help meet deadlines
  - Maintain organized digital file systems, job documentation, and production records
  - Assist in operating digital printers, presses, cutters, and other production equipment
  - Help set up print jobs, including loading substrates, preparing materials, and readying machines for production
  - Monitor print runs to ensure quality standards and efficiency are maintained
  - Maintain a clean and organized workspace and assist with basic machine maintenance or troubleshooting as required
- 

### **5. Learning & Development**

- Gain exposure to wide-format printing workflows and finishing processes
  - Learn about packaging materials, structural design, and production limitations
  - Participate in training sessions to build technical and creative skills
  - Stay updated on packaging trends and print technologies
-

### Skills & Qualifications

- Proficiency in Adobe Illustrator, Photoshop, and InDesign
  - Basic understanding of dielines, bleeds, and print production setup
  - Strong attention to detail and problem-solving skills
  - Understanding of colour theory and print preparation principles
  - Strong communication skills and ability to work in a team environment
  - Knowledge of Caldera or Esko i-Cut software is an asset (training provided if needed)
- 

### Working Conditions

- Extended computer use (up to 8.5 hours per day)
  - Prolonged sitting
  - Occasional lifting up to 20 lbs
  - Exposure to production environment noise, ink, and paper dust
  - Fast-paced environment with shifting deadlines
  - Additional hours may be required during peak production periods
- 

### Compensation

**Pay Rate:** \$19.50 – \$23.00 per hour

---

### Why Join DisplayPoint?

This position provides hands-on experience in both the creative and technical aspects of prepress, print production, and packaging. You will gain valuable real-world experience in preparing files for production, understanding structural packaging design, and collaborating with a production team.

If you are passionate about packaging, detail-oriented, and eager to learn the production side of design, this is an excellent opportunity to grow your career.

---

Please email [hr@displaypoint.ca](mailto:hr@displaypoint.ca) if you are interested in applying.

***Only those qualified candidates will be contacted.***

Hiring for both morning and afternoon shifts.

Job Type: Full-time, Permanent