

JOHN MURRAY
PRODUCTIONS
SCENIC DESIGN & FABRICATION

Job Title: Graphics Department Manager

Location: Oakland, CA

Status: Exempt, Full-time, benefits (medical, dental, 401k, PTO)

Compensation: \$30-\$38 per hour commensurate with experience

About John Murray Productions:

John Murray Productions, Inc. provides a design/build service to corporations, design firms, educational institutions, marketing agencies, audio visual and event production companies who seek to improve Sales, Marketing & Engagement through Custom Environments and Experiences. Established in 1989, our team of stagecraft professionals includes designers, project managers, and craftsmen with decades of industry experience informing practical scenic solutions for any space.

About the Position:

John Murray Productions is seeking an experienced graphics department manager to run our graphics department and provide support to project managers and clients for all things graphics. This instrumental role, which reports to the president and vice president, will oversee the production of all graphic elements of a project, from pre-press to final execution of digital prints.

In this role, you will:

- Establish and build upon department processes for graphic production
- Work collaboratively with project managers to plan, proof and execute all graphic elements for a given project
- Coordinate workflow and communicate professionally with clients, project managers, fabrication team, warehouse manager and outside vendors
- Establish strong working relationships with suppliers, outside vendors, and overhire crew

- Oversee all pre-press operations to ensure layout, resolution, and color standards are addressed and create proofs for accuracy and adherence to appropriate production standards
- Utilize Adobe Creative Suite to create and/or modify digital assets
- Utilize Caldera rip software to send graphic files to print or cut on our in-house machinery including HP latex printer and Mimaki vinyl plotter.
- Produce appropriate cut files for in house Shop-bot CNC machine
- Produce and finish printed graphics on a variety of media and substrates
- Work with outside vendors for graphic applications we cannot achieve in-house, ensuring production standards and deadlines are adhered to
- Maintain supply inventory for all in-house graphic production
- Work on-site as needed for graphic application/installation
- The job duties listed are typical examples of work performed by graphics department managers and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or company needs without changing the general nature and scope of the job or level of responsibility. The graphics department manager may also perform other duties as assigned.

To be successful in this role, you will bring:

- Minimum three years of relevant experience or equivalent combination of education and relevant experience
- Strong organizational and time management skills, with the ability to simultaneously see the big picture and the minute details of every project
- Ability to work on multiple projects at the same time and prioritize work orders to maximize efficiency of both time and materials
- A problem solving, self starter attitude, capable of thriving in a fast paced and demanding environment with little direction
- A desire to build clear and efficient departmental systems that work cohesively with all other company departments
- A strong resolve to get the job done right, including working overtime and weekends if necessary
- Ability to adapt to changing priorities, deadlines, and client needs
- Ability to perform detailed work with a high level of accuracy
- Ability to work effectively with others as part of a team
- Ability to delegate work and manage print department assistants in order to streamline efficiency
- Ability to multi-task and quickly shift gears between job responsibilities
- Strong communication skills, both written and verbal
- Strong knowledge in the large format print industry standards, trends, and technical knowledge

- Demonstrated experience and understanding of Adobe Creative Cloud software applications and mediums, including browser usability and cross platform compatibility
- A graphic designer's eye for composition, color, and detail
- A working knowledge of RIP software (Caldera a plus)
- Technical knowledge of large format printers and vinyl plotters (HP Latex printers and Mimaki plotters a plus)

About the Graphics Department

Encouraged by the desire to have control over all visual aspects of the entertaining environments we create, JMP evolved from an event planning company to a full-service scenic solutions, design, and fabrication studio allowing us the flexibility to build the objects of our client's imagination. After years of depending on outside vendors for our graphic needs, in 2011 we invested in our first large format printer, growing our production capabilities, and allowing us more control over a very important part of our work - accurate brand representation. We continued to grow the department with the addition of a CNC router, and vinyl plotter, and most recently upgraded our printer to a 60" HP 800W latex printer.

About our Company Culture

John Murray Productions (JMP) is a small but mighty team consisting of creative managers, artists, designers, and craftsmen. The company is made up of 4 departments that work interdependently on every project, and include project management/design, fabrication/installation, graphics, and warehouse/logistics. Each department represents a critical link in the chain of production, and therefore we depend on each other for the success of every project. As a relatively small operation, we aren't bogged down by bureaucracy. We all have a seat at the table. But each team member is expected to be nimble in the face of adversity, meaning at a moment's notice, you are ready to pick up the ball should a team-mate drop it. JMP has been in business for 33 years, and the long life of our company is indicative of the family-like culture we have created.

The graphics department manager plays a very important role in our company, as they are responsible for reproducing our client's brand, and many of the key visual elements of a production. They hold a unique position in that they are both client facing, and part of the fabrication/installation team. A successful graphics department manager harnesses this duality in a professional manner, while taking pride in their work. They are often asked to wear many different hats depending on the project, from managing complex graphic projects to on-site installation.