

PRODUCTION MANAGER

We are seeking a responsible, organized team player to fulfill the position of Production Manager. The candidate must have at least 5 years of advertising and design agency experience.

We are looking for a team member who is production orientated, works well with a creative team and is experienced in the layout and artwork of digital files, scanning, re-touching, colour correcting and preparation of high-resolution files for digital output. You must have proven experience setting up electronic word templates for PC and MAC and also have experience working with HTML files including developing email blasts and inserting HTML text into websites. You must have experience working on annual reports including layout of full financials as well as proven experience working with printers including attending press passes locally and abroad. You must have a sound knowledge of production tools utilising Adobe Creative Suite, QuarkXPress and Acrobat PDF workflows and be willing to meet high standards with tight deadlines. Must also be willing to work long hours and some weekends.

For consideration of the above position, please send your resume, including salary expectations and 5 non-returnable samples of your work to: Chris Fagg at RBK Advertising Ltd., P.O. Box HM 2678, Hamilton, HM KX. Alternatively, please email your resume including a link to websites showcasing your work to chris@rbk.bm.

Please do not send email attachments over 2MB.

Closing date: **September 6, 2012.**

