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## Graphic Preflight Specialist

If you have a passion for details, a drive for results and a commitment to exceed client expectations, consider becoming the Graphic Preflight Specialist at Star. We specialize in the custom design and manufacturing of tradeshow exhibits, retail store environments, corporate lobbies, and national events for an array of Fortune 1000 clients.

Star has an open position (*full-time, salary*) for a Graphic Preflight Specialist. Please note that this is not a graphic design position. As the Graphic Preflight Specialist, you will have the opportunity to work directly within our Creative Team, as well as cross-functionally with all Star teams. At Star, the Graphic Preflight Specialist plays a critical role in ensuring that our client's graphics are produced on time, on budget, and to the highest standards. The duties of this position include, but are not limited to:

- Review files provided by internal and external designers for potential problems and output digital files per job specifications
- Produce PDF proofs to be reviewed by clients and vendors
- Manage the entry and updates of graphics in our online inventory system
- Assist in requesting vendor quotes and placing graphic orders
- Support graphic applications and installations
- Support 2D Design staff as needed for basic layouts

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines. The ability to work successfully in a fast-paced environment is essential.

Candidates should have experience working in Adobe CS programs, as well as Microsoft Office. A basic understanding of common large format production processes and materials is preferred. Candidates with experience working in a large-format printing environment will be given preference. Experience in graphic applications is also a plus.

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits, 6688 93rd Avenue North, Minneapolis, MN 55445 or email [hr@engagestar.com](mailto:hr@engagestar.com).