

DESIGN ARTISAN

Position Overview: The Design Artisan creates custom designs and prepares production-ready artwork for all EEVOLVE production methods, including screen printing, embroidery, laser etching, vinyl application, and promotional products. This role reports to the Art Lead and is responsible for transforming customer ideas into high-quality, production-ready designs while maintaining efficient communication with both customers and internal teams.

Compensation: \$12.30 - \$15.38 per hour

Key Responsibilities

Design & Artwork Creation

- Re-create and trace customer-supplied artwork to make it suitable for production
- Create custom designs for screen printing, embroidery, laser etching, and promotional products
- Evaluate customer-supplied art to estimate time needed for completion
- Set up and evaluate artwork to ensure it meets minimum requirements for all production methods
- Follow vendor guidelines for artwork submission

Screen Print Specialization

- Understand proper requirements for screen printing
- Separate artwork colors and rip separations using Xitron software
- Understand on-press production requirements when completing color separations
- Set up artwork for vinyl cutter, laser, DTF, and promotional products following vendor guidelines

Embroidery Specialization

- Create embroidery-friendly logos based on customer requests
- Evaluate logos to determine ideal design size, stitch type, and sew sequence
- Understand proper requirements for embroidering on various materials
- Outsource complex or difficult logos and digitize simpler logos/names
- Operate single-head embroidery machine for test sew-outs
- Select appropriate thread colors based on customer requests and garment colors
- Finalize production files for embroidery

File Management & Production Preparation

- Ensure customer logos are stored in the correct folders and updated as needed
- Include appropriate information on all proofs
- Export and save files in the proper location using proper naming conventions

Customer & Team Communication

- Email art and production proofs to customers
- Prepare order forms for customers upon request
- Generate resources/images for online stores
- Maintain clear communication with customers to meet their needs
- Communicate effectively with the team to maintain efficiency and high quality
- Follow proper procedures with status updates and special instructions
- Complete Haymaker duties within specified timelines

General Responsibilities

- Stay on schedule and maintain creative inspiration
- Maintain a clean and organized work area
- Complete art jobs outside of normal focus as needed
- Complete necessary forms (PTO, error reports, overtime, etc.)
- Give 100% effort and maintain a positive attitude
- Take initiative on projects that advance EEVOLVE's mission

Note: Design Artisans may specialize in either screen printing artwork or embroidery digitizing based on department needs, but should be familiar with requirements for all production methods.



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