

JOB DESCRIPTION



Digital Technician

JOB SUMMARY

The Digital Technicians spend their day cropping, printing and creating specialty portrait products.

PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

- Photo editing, image cropping, composite layout and dye-sublimation production
- Layout of group photos and composites
- Prepare files for school administration programs
- Data entry
- Print identification cards and certificates
- Additional tasks to be assigned as needed

BASIC QUALIFICATIONS

- Extremely detail-oriented
- Able to work well independently and on a team
- Well organized and dependable
- Possess written and verbal communication skills
- Desire to learn and grow in the digital environment
- Able to sit or stand for long periods of time
- High School diploma preferred
- Beginner to Intermediate computer skills