

## Job Description

<b>JOB TITLE</b>	<b>CTP Operator</b>
REPORTS TO	Prepress Manager
DEPT/LOCATION	Berryville, VA
FLSA	Non-Exempt (Hourly)

### GENERAL DESCRIPTION

Computer to Plate (CTP) Operators will be responsible for all imaging devices, plate auto loaders (MCU), and plate processor equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Manage plate schedules
- Impose files to binder's templates
- Record data collection and output
- Inspect plates for quality
- Transport plates to presses, load and verify plates in auto loader
- Maintain processors and chemistry changes.
- Remove trash, keep work area organized and clean.
- Other duties as needed

### EXPERIENCE AND QUALIFICATIONS

- Must have working knowledge of Kodak Prinergy, Preps and Virtual Proofing software
- Strong attention to details, good organizational skills and ability to meet deadlines.