



Media Production – Digital & Print

Meister Media Worldwide provides information and networking opportunities to global markets, including fruits and citrus, vegetables, cotton, ornamental horticulture, precision agriculture and plant protection. We are looking for a Media Production professional to join our Media Services team in our Willoughby Ohio headquarters.

Reporting to the Media Services Manager, this position handles both print and electronic job duties and is responsible for downloading and preflighting ad files, conducting production meetings and creating the layout and page assignment for each assigned magazine. This position takes the lead in identifying and adopting new technology and therefore must have a strong interest and understanding of technology. Additional duties include working with specific brands, thoroughly reviewing and coding print invoices and processing and uploading digital ads for assigned web sites. This position is a key link between the business team and the Media Services department.

Other responsibilities include but are not limited to:

- Establishing a partnership with the business team and being extremely customer service oriented
- Uploading web site ads using DoubleClick
- Possess a thorough understanding of MMW's media management system – LaunchPad
- Adhere to naming conventions for all digital ads
- Creating ads or making changes to existing ads as necessary
- Keeping up with the latest media technology and software
- Collect, pre-flight and transmit publication files to the printer
- Act as the main contact between the magazine and the printer
- Developing the size of each magazine issue to ensure efficiency and cost effectiveness
- Keep current on manufacturing prices and process print invoices to ensure costs are accurate and assigned to the appropriate accounting code
- Assisting in monthly reporting

Qualifications

- Must adhere to the principles outlined in the Blueprint to Success
- Media production experience preferred
- Proficient using InDesign, and Photoshop
- Ability to quickly learn ad server software such as DoubleClick and Live Intent
- Strong interest in technology with the ability to research, learn then train others
- Excellent communication and customer service skills
- Ability to work on multiple projects simultaneously is essential
- Extremely detail oriented and well organized
- A good aptitude for numbers is a plus
- Basic knowledge of the Microsoft Office suite

Meister Media Worldwide offers a competitive compensation and benefits package including base salary, profit distribution, and 401(k) & Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

Meister Media Worldwide
Attention: HR-MP
37733 Euclid Avenue
Willoughby, Ohio 44094

About Meister Media Worldwide

Meister Media Worldwide, founded in 1932 with headquarters in Willoughby, Ohio, USA, produces integrated business solutions for worldwide specialized agriculture. A leader in the industry, the company provides information and networking opportunities to communities including fruits, nuts, and citrus; vegetables; cotton; ornamental horticulture; horticulture in Mexico; precision agriculture; custom application of crop inputs; and the manufacturing, formulation, and distribution of crop protection and plant health products in the U.S. and globally. Meister Media's stable now includes 12 major brands whose portfolios include print publications, digital products, conferences and tradeshow, and Connect hosted-buyer events. In addition, Meister Direct produces custom print and digital products, and strategic business development services from concept planning through development and delivery.