

## Production/Traffic Coordinator

Pittsburgh Regional Transit is seeking a Production/Traffic Coordinator to provide support to management in production and traffic services for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Coordinates schedules of work and projects, including production coordination of advertising clients with Director of Marketing & Creative Services. Negotiates cost of free-lance and vendor-supplied services within established budgets. Manages print and broadcast production projects through completion with printers, studios, etc. Coordinates projects and promotions on time and on budget.

### Essential Functions:

- Coordinates schedules of work and projects, including production coordination of advertising clients with Director of Marketing & Creative Services.
- Negotiates cost of free-lance and vendor-supplied services, i.e., photography, illustrations, etc. within established budgets.
- Manages print and broadcast production projects through completion with printers, studios, etc.
- Independently coordinates projects and/or promotions, as assigned by the director.

### Job requirements include:

- High school diploma or GED.
- Bachelor's degree in advertising, communications, marketing or related field from an accredited college or university. Related experience may be substituted for education on a year-for-year basis.
- Minimum of three (3) years' experience in advertising production/traffic, communications, and marketing, including fluency with Quark, InDesign, Illustrator and Photoshop. No certifications or licenses required.
- Production in department is Mac based therefore incumbent must be fluent in Mac programs as well as Quark, InDesign, Illustrator, and Photoshop. Adobe suite knowledge is also required.
- Demonstrated ability in the use of Windows and Microsoft Word.
- Must be organized.
- Effective and professional communications skills. Effective interpersonal skills.

### Preferred attributes:

- Experience in utilizing the Internet.
- Experience in retouching is helpful.
- Extensive knowledge of PRT various modes of transportation and services



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Holly A. Jenkins  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[HJenkins@RidePRT.org](mailto:HJenkins@RidePRT.org)  
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