



406-538-7988

www.BallyhooPrinting.com 

187 W Frontage Road • Lewistown, MT 59457

How do you Ballyhoo?

Now Hiring!

Graphic Design • Customer Service Press Operator • Production Assistants

We have some flexibility within our team right now, so we're presenting several options. If anything sounds like it fits you, please talk to us! This is a puzzle that will come together with the right people.

Full time and seasonal work available!

Seasonal work is Christmas and primarily production of bull sale catalogs, October - March. Great winter job while the kids are in school or for retirees. Work for 6 months with holidays off and enjoy the rest of the year including summer with your family wherever you want, doing whatever you want!

Customer Service

Assisting customers with photo orders, answering phones, taking and processing orders, strong general computer skills needed.

Production Assistant

Bindery and finishing, mailing, packing. No experience necessary.

Press Operator

Primarily traditional off-set printing, with some digital press, bindery, finishing, mailing.

Experience and Skills

Experience running traditional off-set presses.
Knowledge and skill to independently run presses.
Mechanical, detail oriented, patient.

Presses & Equipment

Heidelberg MOZP
Ryobi 3995
Xerox V180 Digital Press
Saddle Binder/Collator • Folder
Inkjet Mail System

Details

Seasonal (November - March)
Wages DOE
Family supportive environment

General Team Criteria

Conscientious and responsible
Organized
Highly detail oriented
Flexible
Dependable, hard worker
Willing and able to learn
Independent worker, yet team member
Works well under pressure
Self-motivated

Positive attitude and outlook
Joyful
Respectful of self and others
Honest
Centered, balanced



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Ballyhoo’s graphic designers are responsible for the design, layout and production of a variety of products ranging from one color to full color process work. Products include logo design, catalogs, advertising, brochures, posters and identity packages: business cards, letterhead and envelopes.

Development will include discussing designs with customers, developing design ideas, preparing proofs using a variety of computer software, and analyzing and selecting proper type, illustrations, paper, ink, and printing techniques to be used in total production.

Skills

Excellent communication skills and problem-solving techniques for monitoring scheduling and overall job production; coordination of interrelated activities to promote efficient workflow with clients, other staff members, and vendors to communicate job specifications and insure deadlines are met.

The Graphic Designer must enthusiastically and effectively handle multiple projects and deadlines in a fast paced, creative environment. Must be motivated, creative and imaginative, able to accept critique and work well under pressure. Excellent organizational skills are required.

Customer service is the back-bone of our business and will be exceptional.

Other related duties incidental to the work described include answering phones, greeting customers, sales, front office work, photo ordering assistance, digital printing and other duties as assigned.

Useful Experience

Any art or design work courses, diploma or degree, publishing, printing, or graphic design work.

Our primary market is working with ranchers producing bull sale catalogs. Agricultural and cattle knowledge is a plus.

Efficient with Adobe Software.

Traditional marketing, social media marketing.

Software

Mac OS • Adobe: InDesign, Illustrator, Photoshop, Acrobat

Details

Options: Full Time

Seasonal (October - March) and on-call as available

Limited remote work available

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