

Indiana Historical Society

Job Description

March 2013

43-5061.00



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| JOB TITLE: | Junior Production Designer |
| DEPARTMENT: | Marketing & Public Relations |
| REPORTING RELATIONSHIP: | Senior Graphic Designer |
| EMPLOYEES SUPERVISED: | N/A |
| FULL/PART TIME: | Part Time, 25 Hours/week |
| FLSA STATUS & PAY GRADE: | Nonexempt |

POSITION PURPOSE:

This position is responsible for assisting Senior Graphic Designer and Graphic Designer in all areas needed. The position is also responsible for creating publications and ads from concept to final production.

ESSENTIAL FUNCTIONS:

1. Update current publications, print and web, to meet client needs.
2. Create new publications, duties include: concept development, interpretation of copy to determine appropriate methods of presentation, layout, prepress, communication with external and internal clients to achieve desired, cost effective outcomes.
3. Manage correspondence with print vendors, determine job specifications, request pricing quotes and work with editors. Prepare files for printing and assist with invoicing process.
4. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Detail oriented with the ability to handle multiple tasks at one time.
2. Self-starter with the ability to read and follow directions and work with minimal supervision.
3. Ability to prioritize and organize tasks, meets specific deadlines, and follows through to completion.
4. Rapidly produce exceptional and accurate work under tight deadlines.
5. Knowledge of design techniques, tools, and principles involved in production of media (including typography, print production, and color-proofing).
6. Ability to perform skilled and creative graphic arts functions. Ability to analyze and interpret art needs of manuscripts and other publications.
7. Understanding of branding, identity development and execution through a cohesive look/feel for marketing materials created.
8. Strong verbal and oral communication skills and the ability to communicate diversely.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time (Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: Bachelor's degree in Graphic Design/Visual Communications.

PREFERRED: Bachelor's degree in Graphic Design/Visual Communications, plus 1-2 years design experience.

Strong knowledge of Mac based design software primarily Adobe Creative Suite.

PAY & BENEFITS

Part-time

This position is limited to 25 hours/week. Pay is \$12/hour. No group health or dental benefits are provided for this position. Other benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter, resume, and three design samples to: April Kerber, Senior Director, Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.