

Graphic Artist

Ela Area Public Library District

The Ela Area Public Library is seeking a part-time graphic designer to develop engaging digital and print materials. This position is ideal for someone with an abundance of creativity, excellent communication skills, a high degree of attention to detail, and the ability to work closely with others. This role involves the creation of a wide variety of projects, as well as collaborating on the production of social media content. The ideal candidate will excel at verbal and written communication and demonstrate the ability to meet deadlines while managing multiple projects.

In this role, you will report to the Head of Programs and Publicity, you will collaborate with library staff to create print and digital promotional materials for programs and events. Responsibilities include designing fliers, posters, signage, a monthly calendar, digital graphics, and library merchandise such as apparel, bags, and stickers using Adobe Creative Suite and Premiere/After Effects. The role also includes clerical tasks such as maintaining the events calendar and preparing printed materials. Candidates must be self-motivated, organized, and able to manage projects independently.

Primary Position Responsibilities:

- Design and implement digital and print marketing materials that promote library programs and services
- Design and print the monthly events calendar
- Oversee promotion and display signage throughout the library
- Printing, stapling, folding and processing items to prepare publications

Requirements:

- Degree in graphic arts or design-related field or 5+ experience
- Portfolio of work that demonstrates proven skills in print production and design
- Knowledge of web and print production
- Proficiency in current graphics software applications including Adobe InDesign, Photoshop, Illustrator and After Effects.
- File management skills
- Problem solving skills
- Excellent customer service skills
- Ability to work independently at a professional level

Position Hours:

- 25 hours per week. This position requires working regularly scheduled daytime hours in the Programs and Publicity Department. Ability to adjust schedule when necessary to accommodate library needs.

Salary:

- \$23.50/hour benefits include vacation, sick, personal time, and participation in IMRF

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at apply@eapl.org.

* The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.