



JOB OPPORTUNITY

September, 2009

Freelance Graphic Designer

Position Summary

This is a freelance to possible fulltime position. Working in a busy graphic design department, reporting to the Associate Creative Director, the position requires an ability to work quickly and efficiently on a broad range of design projects from modest one color to elaborate four color productions including print advertising, posters, flyers, catalogs, newsletters, brochures, labels, front of house, point of purchase and other related materials. Web experience a plus. Experienced in a MAC environment, the graphic designer will work on individual and team assignments within the Marketing and Communications Department.

Position Accountabilities

- Design and pre-press production of projects assigned to the Creative Services Department
- Assist in coordination and management of catalog design, production, printing and schedule
- Meet with Communications and Marketing staff as well as individual departments at the Y to implement projects/campaigns
- Traffic work between departments when necessary
- Maintain filing system for projects in the Creative Services Department
- Performs other related duties as assigned or requested.

Position Qualifications

Requirements: BFA in Design or equivalent. Five years minimum experience in fast paced graphics department. Meticulous attention to detail, excellent design, organizational, trafficking and communication skills. Excellent interpersonal communication skills, tact and diplomacy to deal with a variety of internal and external colleagues, clients and vendors. Must have extensive knowledge of InDesign, Photoshop, Illustrator in Mac environment. Pre-press production experience essential. Web experience and knowledge of Flash, Fireworks and Dreamweaver a plus.

Hours of Work: 40-hour workweek, Monday through Friday, 9:00 AM to 6:00 PM with 1-hour meal break. Some flexibility in scheduling is required to accommodate varying production schedules.

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