

Designer

Average Weekly Hours: 37.5 | FLSA Classification: Non-Exempt

Are you a creative, innovative and tech-savvy individual with an aptitude for graphic design, editing and marketing? Do you excel in a collaborative work environment and have the organizational capacity for project management? If so, this may be the opportunity for you!

The Indian Trails Library District is seeking a graphic designer with strong editing skills to produce effective visually-appealing materials, signage and displays in print and digital that adhere to and support the library's brand, message and marketing initiatives.

Under the direction of the Communications Manager, the Designer works closely with all departments to create and publish content as needed in a variety of forms.

The position is full-time, 37.5 hours per week. The library has a comprehensive benefits package which includes medical, vision, dental, flexible spending accounts, mandatory IMRF participation, 457(k) retirement plan, as well as vacation and sick time. The library also supports continued learning and professional growth. Hourly rate of \$21.19 depending on qualifications.

We serve 67,000 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights. We are committed to our vision of embracing culture, connecting community and igniting curiosity.

Some of the job duties include:

- Manage the print newsletter production process, which includes writing copy, designing, copyediting, proofing, and file prep for printing.
- Create design concepts and layouts for print, electronic and online material, including the library website, displays and signage and social media channels.
- Assist staff in conceptualism of ideas and guide projects to ensure consistency with library brand and mission and completion of deadlines.
- Serve as back-up photographer at library events, including selecting and downloading appropriate photos of events.
- Actively promote the library, its materials and services through programs, events, displays, and/or handouts both within and outside the library.
- Maintain and submit statistics, reports, project calendar, digital art, and files as requested or required.

This opportunity requires:

- Bachelor's degree in graphic design or a related field or a minimum of three years relevant experience.
- Excellent customer service, interpersonal, and organizational skills.
- Excellent knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator) and any other relevant software and equipment, design, layout, grammar, punctuation, spelling, and effective copy composition.
- Familiar with using Mac computers.

Culture Code. The ITPLD Way

How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.

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- Ability to communicate effectively both orally and in writing with an ethnically and age-diverse public and staff, as well as to work independently and with interruptions.
- Ability to read computer screens; type accurately; move about service area easily; and push and pull carts as well as lift and sort materials of various weights and sizes, as well as the dexterity for drawing, illustrating, cutting, pasting, and other relevant tasks.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

Candidates selected for interviews will be asked to provide a print or online portfolio.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.