

J O B O P E N I N G

INTERVARSITY PRESS

430 Plaza Drive, Westmont, IL 60559

We are taking applications for this job as of March 10, 2017 to be filled by May 1, 2017.

The application can be found at <https://www.ivpress.com/jobs-and-internships>

Please direct inquiries to Kari DeHaven

at kdehaven@ivpress.com.

Job Title: Graphic Designer

Supervised by: Art Director

Status: Full Time, Exempt

PURPOSE:

To advance the purpose of InterVarsity Press, this position will design and produce excellent impactful promotional materials that speak with clarity.

MAJOR RESPONSIBILITIES:

Design

- Design trade and consumer brochures, catalogs, newsletters, advertisements, post cards, book promotional flyers, envelopes and other print promotional materials
- Design signage and promotional materials for trade shows and conferences
- Design web ads, and graphics as needed for ivpress.com and other online uses
- Design book covers as determined by the Art Director
- Update/change recurring forms, brochures and other marketing collateral
- Interact regularly with Art Director, copywriter and project sponsors
- Interact regularly with project manager and proofers
- Follow IVP style guide

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelors degree in graphic arts or comparable work experience
- Three to five years of experience in graphic design
- Expertise in Photoshop, Illustrator and InDesign
- Passion for design and visual communication
- Demonstrated skill in design, composition, visual problem solving, layout, typography, typesetting, prepress and production operations including knowledge of color and resolution parameters
- Ability to interpret and understanding marketing goals and translate them into effective visual communication across a wide variety of formats and contexts that speaks the organization's visual language
- Web design and CSS experience a plus
- Tech savvy with ability to learn and to adapt to new applications, methods and processes
- Qualified person should have good attention to detail, be a team player, have good planning and organization skills, demonstrate high quality standards, possess strong customer service orientation and work well with deadlines.
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8.

The Graphic Designer work schedule revolves around the IVP calendar and business hours (normally Monday through Friday, 8:30–5:00) with occasional need for odd or additional hours for projects as assigned. This position will be expected to work in the InterVarsity Press office in Westmont, Illinois.