

## PRODUCTION ARTIST

Position Description

Department: Creative and Customer Engagement

**Supervised by:** Creative Director

**Status:** Full-time, Exempt

**Location:** InterVarsity Press (Westmont, IL), open to remote and hybrid

**To advance the purpose of InterVarsity, this position will** provide graphic production expertise and administrative support to the creative director, graphic designer, and internal stakeholders to effectively introduce titles into the marketplace and positively represent the IVP brand.

## MAJOR RESPONSIBILITIES

### Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Have high attention to detail, be conscientious, and courteous

### Production and prepress work:

- Prepare front covers per design and distribute to archives and stakeholders
- Shepherd back covers through the design, proofing, and production process
- Prepare backlist title cover updates for reprints
- Create IVP catalogs based on design templates
- Deliver print ready production files to print vendors
- Sign off on production proofs
- Distribute digital author photos to archives and stakeholder
- Email newsletter preparation and send
- Implement and uphold the visual identity and brand of IVP

### Coordinate IVP art licensing:

- Manage Getty Image subscription
- Purchase rights-managed images as necessary
- Submit invoices to accounting
- Communicate and maintain art database

### Contribute to the effectiveness of the team:

- Provide support to Creative Director as needed
- Work to assure order and organization of systems, equipment, and Microsoft Teams workspaces
- Oversee digital asset management, create, and maintain electronic archives of graphic files including stock photography, icons, logos, author photos, book covers, and other assets
- Complete assigned projects within allocated time
- Perform team administrative duties to support the work of the team
- Complete final output for assigned projects in necessary format (print or digital)

### Communicate with project sponsors and other contacts:

- Build relationship with print vendors and internal stakeholders
- Respond to e-mail inquiries, calendar invites and instant messaging
- Work in partnership with other teams on specified projects

## QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Three - five years' experience as a production artist or similar role
- Associates degree in Art or related field
- Portfolio of recent work
- Tech-savvy and quick learner
- Competent in Adobe Creative Suite, specifically InDesign and Photoshop
- Experience with HTML is a plus
- Ability to work and communicate well in remote and hybrid environment using cloud-based project management software
- Experience with Microsoft Teams, ClickUp, and Mailchimp a plus
- Effective oral and written communication skills
- Ability to be a self-starter and work independently
- Strong organization and time management skills
- Ability to work well in a deadline-driven environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

**External Candidates:** Please see instructions at [ivpress.com/jobs](http://ivpress.com/jobs) to complete your online application and send your resume and cover letter to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com). Please include a portfolio that includes recent creative work.

**For Internal Candidates Only:** Please download and complete the Internal Application Form and also send your resume to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com)

## InterVarsity Christian Fellowship/USA

### Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)