

Job Announcement
Rochester Hills Public Library Graphic Designer

Position: Graphic Designer (22.5 hours per week)

Department: Public Relations

Wage: \$20.77 - \$27.11/hr (placement on 10-step scale is dependent on qualifications)

Benefits: Short-term disability, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); prorated holiday, vacation and sick paid time; professional development workshops and conferences. Optional benefits: health, dental and vision insurance; deferred compensation plan, flexible medical reimbursement plan, dependent care, and additional long term care insurance.

Important Dates

Deadline for applications: Monday, January 17

Decision anticipated: Monday, January 24

Starting date: ASAP

Job Description: This person is experienced in print and digital design, is detail-oriented, and enjoys working in a collaborative team environment. The Graphic Designer is responsible for designing helpful, engaging, and valuable marketing materials to promote the library's mission, as well as for programs, major events, announcements, and information across multiple channels. This person will report to the Public Relations Manager and will successfully translate branding concepts to visual expression.

Primary Job Duties:

- Design key elements of a quarterly printed newsletter mailed to the library service area.
- Create digital and printed promotional materials for library programs and services, and initiatives for Friends of RHPL.
- Design special reports and publications.
- Make copy changes, proofread, and ensure files are press-ready.



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- Coordinate branding efforts for regular and routine communications.
- Work with the Public Relations Manager on RHPL's overall creative direction.
- Continuously enhances skills through new technologies and tools to bring creative excellence to marketing initiatives.
- Perform administrative tasks and other duties as required.

Qualifications:

- Bachelor's degree in Graphic/Fine Art Design, Marketing, Digital Design, or related field.
- Extensive experience in Adobe products, especially InDesign, Photoshop, and Illustrator.
- Preferred experience in video editing using Adobe After Effects, Premiere Pro.
- Ability to use Google suite of productivity tools.
- Experience with Windows-based computers and software applications.
- Excellent communication skills, written and verbal, including telephone skills.
- Ability to handle projects with specific direction under tight deadlines.
- Ability to work independently, assume responsibility and manage multiple projects at the same time.
- Dependable and flexible work habits.

Requirements of the role:

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching.
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions



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- Environmental:
 - Normal interior environment

- Travel:
 - <5% (attendance at library workshops)

Rochester Hills Public Library is an equal opportunity employer.

As a large employer (over 100 employees), vaccination against COVID-19 and variants is not a condition for hire, but employees may need to comply with emergency temporary standards under current OSHA rules, which may involve voluntary vaccination or weekly COVID-19 testing in lieu of vaccination.

Please respond to the following questions and include the responses with your resume and RHPL application:

1. What are some emerging trends or ideas in graphic design that you are passionate about?

2. What is the significance of communication in graphic design?

3. What should be a designer's priority while creating a design?

Application: Please fill out an employment application at www.rhpl.org/jobs and attach a cover letter, resume, answers to the pre-interview questions, examples from your design portfolio, and a diversity statement. If you have questions about the position, please direct them to: Tiffany Dziurman Stozicki, Public Relations Manager.



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