

INTERVARSITY PRESS POSITION DESCRIPTION

Purpose of InterVarsity Press

As an extension of InterVarsity Christian Fellowship/USA,
InterVarsity Press serves those in the university, the church and the world,
By publishing resources that equip and encourage people
To follow Jesus as Savior and Lord in all of life.

We are taking applications for this job as of September 30, 2017

Please send application, resume & design portfolio to Karin DeHaven (kdehaven@ivpress.com)

Job Title: Graphic Design and Production Artist
Supervised by: Art Director
Status: Full Time, Exempt

Graphic Designer/Production Artist Job Overview

Your primary responsibilities will be to design marketing projects such as print ads, brochures, web ads, trade show banners, signage, and other marketing collateral. You will also be responsible for guiding some projects through the latter stages of the design process following the initial design/layout to ensure accuracy of content, color, and proper set up for optimal print production. You will thrive in this position if you are a problem solver who is proficient in the Adobe Creative Suite, passionate about visual communication, highly organized, attentive to detail, internally motivated to learn new processes, techniques and software, and enjoy the technical aspects of graphic design.

Purpose:

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

MAJOR RESPONSIBILITIES:

- 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
- Set up files (book cover and marketing) for optimal printing
- 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

- Prepare and send files to vendors and printers
- Layout catalogs and other marketing materials according to preexisting designs
- Execute copy corrections on covers and marketing projects with great care and attention to detail
- Stay current on design trends, production methods/practices, and the possibilities of Adobe CC through books, online resources, and/or other avenues for continuing education and development.

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith
- 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
- Bachelors degree in graphic arts or comparable work experience
- Three to five years of experience in graphic design
- Passionate about graphic design
- Demonstrated skills in design, layout, typography, typesetting and prepress operations
- Demonstrated knowledge and experience in print production techniques and practices
- Demonstrated competency in conceptual aspects of design: visual problem solving, visual communication, and translation of project objectives into compelling and effective design solutions
- Expertise in Photoshop, Illustrator and In-Design
- Technologically savvy and able to adapt to change
- Motion graphic design and web design a plus
- 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 Design and Production Artist 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.