Call for Graphic Designer, 2015-2016

Smith Gallery is hiring for the position of graphic designer for the next academic year, August 2015 to May 2016.

JOB DESCRIPTION & RESPONSIBILITIES

The graphic designer reports directly to the Director of the Smith Gallery and will design printed and digital promotional materials for its exhibitions and events. Design materials will include posters, postcards, fliers, forms, signage, and other materials on an as-needed basis. Experience having items professional printed is a plus.

Pay is $7.25 per hour. Hours are scheduled on an as needed basis.

A completed application includes: cover letter, resume, two references (one who knows your graphic design work) and a portfolio of 10 relevant works saved as a single PDF. Also include all times you are available to interview from April 27th through April 30th.

Please email document to wesemannbj@appstate.edu by April 20, 2015.

QUALIFICATIONS

This person must be able to stay on task whether working independently or as part of a team. He/she must be reliable, highly organized, self-motivated, detail-oriented, a good problem solver, and deadline oriented. He/she must also possess strong computer skills, in-depth knowledge of the Mac, Office, and Adobe platforms. He/she must demonstrate a professional attitude, be a good and frequent communicator, and exhibit respect for all artwork, people, and materials at all times.

Only applications from Appalachian State University Students will be reviewed.

Preference will be given to applicants who are available for student employment through May 2017.

Completed applications are due on April 20, 2015.

Applicants will be notified by April 22nd if they will have an interview

Interviews will be conducted April 27th – April 30th