



BCPL Baltimore County Public Library

JOB OPPORTUNITY

Graphic Design and Digital Production Assistant

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a Graphic Design and Digital Production Assistant.

Key Responsibilities:

- Assist with creating effective marketing materials following standard brand guidelines.
- Ability to source and maintain a library of images, digital assets and sample materials.
- Manage projects from proof to print for accuracy and completion.
- Make branch visits as needed to obtain field measurements and existing conditions.
- Ability to operate Fiery Command Station and Xerox Versant 80 high capacity digital press to produce on average 25-30 jobs per month.
- Operates high-speed paper folder and programmable paper cutter.
- Confer with supervisor on equipment needs and repairs.
- Remain current with design trends, including materials and production process.
- Serve on interdepartmental committees to provide communications insight and maintain relationships across BCPL branches.
- Provide excellent customer service while serving as a contact with BCPL branches.

Education/Experience Requirements:

- Bachelor's degree preferred. One year of work experience in graphic design or related field is required.
- Proficient use of Creative Suites/Adobe designing software and Microsoft Office programs, as well as experience in a digital print environment is required.
- Experience with operating high capacity Xerox copier with command station and print shop equipment.
- Able to effectively and efficiently organize, prioritize, and manage work.
- Must have the ability to multitask and work within a fast-paced environment.
- Must have strong communication and interpersonal skills.
- Must have a driver's license in good standing. Must be able to travel as necessary to BCPL branches and outside meetings.
- Ability to lift & carry objects weighing up to 50 lbs. & push/pull a wheeled cart weighing up to 185 lbs.
- Ability to work independently as well as a member of a team. Regular job attendance and punctuality is a must.
- Must pass a post offer criminal background check, drug screening, and physical.

We offer an excellent benefit package that includes 4 weeks of vacation and other paid leave, a variety of subsidized health care options, pension eligibility, and other related benefits. Annualized Salary Range: \$33,809 to \$44,852 commensurate with experience.

To Apply:

Send an email to humres@bcpl.net that includes two attachments: 1) Employment Application and 2) Cover letter and resume as one PDF document. Include your last name in the title of each attachment. Clearly indicate the job title: Graphic Design and Digital Production Assistant in the subject line of your email. Only documents received in this manner will be accepted.

Documents must be received by: **January 24, 2017**

Vacancy #: **2017-047**