



Graphic Designer

Oak Lawn Park District

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Closing Date:

Salary: 45,000-47,000

Description:

Job Description

Graphic Designer

The Graphic Designer is a full-time position, exempt position. The Graphic Designer is responsible for the design, proofing, and printing all Park District marketing materials including, but not limited to, seasonal program guide, flyers, posters, postcards, and other materials as assigned. The employee is under the direct supervision of the Marketing Manager.

QUALIFICATIONS

- Thorough knowledge of Adobe Creative Suite programs including Photoshop, Illustrator, After Effects, Premier Pro, and InDesign.
- Through knowledge of operations of various printing processes including color matching, printers, printing companies, and paper/sign products.
- Ability to execute graphics and printing work in accordance with described directions.
- Bachelor's Degree in Graphic Design, Digital Art, or other closely related fields.
- One-two years of graphic design experience or an equivalent combination of education/experience providing the required knowledge, skills and abilities to perform duties

IMMEDIATE SUPERVISOR:

- Marketing Manager

DUTIES AND RESPONSIBILITIES ESSENTIAL FUNCTIONS:

- Operates and maintains:
 - o Mac or PC Computer, iPad
- Assists Marketing Manager when needed.
- Manage several projects at once and provide regular updates
- In accordance with our branding, design and print responsibilities include:
 - o Seasonal Digital Program Guide
 - o Flyers/posters of Park District activities and events.
 - o Digital graphics for social media, Oak Lawn Park District website, in-facility TV's, and other mediums as needed.
 - o Program booklets for various programs, i.e. Special Recreation, and Aquatics

- o Tickets, cards, envelopes, banners and signs for different events.
- o Custom design including logos, promotional materials, decorations, interactive activities, and content creation for events/programs.
- o If a major economic event occurs that limits park district operations or forces a park district shut down and restricts employees from performing their normal job duties, they may be assigned to duties outside of their job description as warranted by the situation.
- o Obeys and enforces District safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- o Assist District in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.
- o Work during mandatory Oak Lawn Park District holiday events.
 - Manage several projects at once and provide regular updates

MARGINAL FUNCTIONS:

- Obey and enforce the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Other duties as assigned.

PHYSICAL CONSIDERATIONS:

Full-Time Staff must be able to:

Work flexible hours minimum of 40 hours/week recorded accurately on a timecard.

Adapt to environment and conditions during projects or when changes are made

PSYCHOLOGICAL CONSIDERATIONS:

To work a varied schedule as required

To have the ability to work with staff and patrons in a relaxed and friendly manner

Ability to use good judgment in the absence of supervision

ENVIRONMENTAL CONSIDERATIONS

Worker performs activities indoors. Indoor environmental conditions will:

- Include lighting and temperature.
- Worker may be involved in repetitive work (i.e. computer keyboarding, writing).
- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain).

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing.
- Employee must possess time management and organization skills to
- Effectively perform their job.
- Employee must possess computer skills including proficiency in word processing spreadsheet and database applications.
- Employee must have ability to make judgments with respect to
- confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of this
- position.