POSITION TITLE: Graphic Designer

Employment Type (FT,PT,Contract): PT Temporary to August 30, 2019
Rate of Pay: $22.57 to $26.55/hour
Job Location: Burlington, ON
Hours of Work: 28 hours per week
Start Date: November 2018
Application Deadline: September 21, 2018

COMPANY NAME: Burlington Public Library
Street Address: 2331 New Street
Phone: 905-639-3611
Fax: 905-681-7277
Email: hr@bpl.on.ca
Website: bpl.on.ca

General Description of Duties:
Major Responsibilities and Accountabilities:

- Creation, design and coordination of all print materials, including quarterly publication (GUIDE), flyers, brochures, posters and signs for library related promotional activities, presentations and display ads.
- Design and order of promotional or specialty items to support staff events and special events, may be required to coordinate production with vendors.
- Assisting in the development of visual assets for mobile, online and social media channels.
- Creating library displays and maintaining bulletin boards by applying the Library’s display policy.
- Ordering supplies and materials as needed for the department.
- Awareness of WHMIS, following appropriate health and safety practices in the workplace.
• Be aware of and demonstrate BPL Brand Values within the Library and when representing BPL in the community.
• Attend departmental and BPL meetings.
• Participates on teams and committees as needed for the department.

Skills and Experience Required:
• Design portfolio
  
0 Applicants are required to provide either a link to their design portfolio or include samples of their design work together with their resume as part of their initial application
• Post-secondary degree or diploma in Graphic Design or related field.
• Work experience in design related field.
• Demonstrated proficiency with Adobe Creative Suite.
• Experience with photo editing and creating graphics for web.
• Ability to work productively in an automated environment.
• Good written and verbal communication skills.

How to Apply:
Please submit your resume or application (outlining the suitability of your qualifications and experience to the job) and design portfolio as specified above to:

Brenda Ohanian
Staff Development and Support
Central Library  905-639-3611 X1106   fax 905-681-7277
2331 New Street, Burlington, Ontario L7R 1J4
Email: hr@bpl.on.ca

PLEASE NOTE:

Note: An offer of employment is conditional upon receipt and review of an original Criminal Records Check with Vulnerable Sector Screening.

• Thank you for your interest; however, only those individuals receiving serious consideration will be contacted.
• If you require any form of accommodation throughout the recruitment and selection process, please contact Staff Development and Support.

This job advertisement has been provided by an external employer.
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