PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED.

To be considered for this position, applicants must submit a copy of a portfolio (digital or print) be submitted in addition to the cover letter and resume.

POSTING DATE: December 28, 2021
JOB TITLE: Marketing and Communications Assistant, Grade 20
LOCATION: Marketing and Development Department, Headquarters
DATE AVAILABLE: February 1, 2022
SALARY: $2,669 per month plus generous benefits package

HOURS: 40 hours a week

EDUCATION/EXPERIENCE: Bachelor’s Degree in graphic design and one year of experience in a related field preferred. Other combinations of education and experience that meet the minimum requirements may be substituted. Must Complete Pre-Employment Testing.

ESSENTIAL FUNCTIONS:

- Designs artwork and layouts for Library publicity materials – primarily digital collateral pieces as well as printed program flyers for all departments and locations, department and branch calendars/newsletters and collateral pieces and other projects as needed.
- Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space and aesthetic design concepts with input from Library staff.
- Assists with scheduling digital collateral pieces across multiple platforms including digital signage software, social media posts and e-newsletter communications.
- Maintains effective communication with Library staff including but not limited to dialogue on design concepts as well as any issues of file size or arrangement that may arise in the design process.
- Maintains design consistency and branding in all Library communications.
- Determines time management of projects to ensure timely distribution and takes ownership of ensuring deadlines are maintained and issues are communicated with the department and others as needed.
- Remains aware of safety and security issues and takes appropriate action as needed.

KNOWLEDGE & SKILLS:

- Bachelor’s Degree in graphic design and one year of experience in a related field preferred. Other combinations of education and experience that meet the minimum requirements may be substituted.
- Knowledge of perspective, balance, color and composition in creative processes.
- Strong design skills as well as problem solving skills and the ability to produce compelling materials in a timely fashion.
- Strong grammar and proofreading skills as well as the ability to create graphic designs independently and manage projects from conception to completion.
- Basic knowledge of social media outlets and other digital communications and scheduling software.
- Proactive communication style; self-motivated and able to thrive in deadline driven environment.
- Proficient in Adobe Photoshop, Illustrator and InDesign, and Microsoft Office applications.
- Driver’s license valid in the State of South Carolina with the ability to drive to other libraries.
- Must complete pre-employment testing.

The Library accepts applications cover letter, and resume when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library’s hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.