



Position Announcement

Marketing and Design Associate

Do you have a passion for design and marketing?

Are you looking to work at a service-focused library dedicated to connecting the community to knowledge, ideas, and information in meaningful and impactful ways?

If so, consider coming to work with us as our Marketing and Design Associate.

This is a Full-Time (37.5 hours/week) position. Under the supervision of the Communications Director, this employee serves as the Marketing and Design Associate. The Marketing and Design Associate supports the Communications Team by generating engaging content and visual assets for marketing campaigns, promotional collateral, and in-house displays. In addition, the Marketing and Design Associate aids in the development of a cohesive brand identity by adhering to the Library's brand guidelines.

The salary range for this position is \$22/hour to \$24/hour depending on qualifications.

We offer a comprehensive benefits package including health, dental, vision, life insurance, IMRF pension program, paid sick and vacation, as well as other related benefits.

Essential Functions and Responsibilities of this position include:

- Works with the lead Graphic Designer to create graphics for print and digital marketing material.
- Assists the Digital Content Specialist with creating engaging text, image, and video content for social media channels and the website utilizing current marketing collateral.
- Assists the Communications Team with copy editing and proof reading.
- Creates flyers, brochures, posters, signage, and other print material within the institutional branding guidelines.
- Assists coordinating library-wide special events and the Library's participation in community events.

- Serves as staff photographer for special events and programs, as needed.
- Designs and Installs lobby displays, coordinates lobby displays with outside organizations and assists with art exhibitions.
- May participate in library-wide workgroups.
- Participates in relevant training, continuing education and/or professional development.
- Performs other duties as assigned

Education/Experience/Qualifications

- Bachelor's degree in Graphic Design or a related field or Associate's degree plus 1-2 years' experience working in design, communications, marketing, or related field with design production responsibilities preferred
- Knowledge of current design trends and technical advances
- Available to work evenings and weekends as needed.
- Possession of a valid Illinois Driver's License, access to a personal vehicle, and proof of current automobile insurance required.

Knowledge, Skills and Abilities

- Strong working knowledge of Adobe CC (InDesign, Illustrator, Photoshop, and Acrobat), Microsoft Office Suite and Microsoft Office 365
- Understanding of design principles, current design trends, and institutional brand management
- Proficiency with photography required and video production, a plus
- Experience with managing art/image archives and manipulating vector art
- Knowledge of production processes for print and digital materials
- Excellent oral/written communication skills
- Ability to work independently and prioritize tasks to meet deadlines.
- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population.
- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues.

To apply, please submit your resume, cover letter and portfolio to hr@glenviewpl.org.

Please reference position code COMM MRKT2024.

Decisions and criteria governing the employment relationship with all employees at the Glenview Public Library are made in a non-discriminatory manner, without regard to race, color, religion, actual or perceived sex, gender, national origin, citizenship status, ancestry, sexual orientation or sexual preference, gender identity, age, marital status, pregnancy status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status, genetic information, or any other category protected by state, federal or local law.