Your Library’s Name

Graphic Artist Volunteer

**Position Overview:** The Volunteer Graphic Designer will assist our library to find the most effective and innovative ways to get the messages across in print, electronic and video media using a variety of methods such as color, font, illustrations, photography, animation and various print and layout techniques.

# Key Responsibilities:

* Select or create appropriate artwork to be used with approved copy in print and online promotional content.
* Use approved branding formats to create print and online promotional content.
* Select or create appropriate artwork for use in print and online promotional content.

# Qualifications:

* Ability to employ the most effective way to get messages across in print and electronic media using a variety of methods such as color, type, illustration, photography, and various print and layout techniques.
* Organizational skills for the purposes of meeting distribution deadlines.
* Ability to use email, including opening and sending attachments.
* Ability to use computers, printers & scanners (access provided by the library as needed)
* Ability to use Microsoft Word and Publisher (Knowledge of Adobe Photoshop and other similar programs is also desirable, but not required).
* Ability to use Adobe Acrobat Professional
* Ability to use and search the Internet

**Training and Support Provided**: We will support this position by providing training about our organization, our current marketing campaigns and projects, and will provide opportunities for the volunteer to participate in trainings for specific programs as desired. The volunteer will be kept informed of all Initiative developments, programs and opportunities. We will be open to innovative and inventive ideas. We will provide access to computers, printers and software applications as needed.

# Benefits of Volunteering:

* Learn new computer applications for creating graphic documents.
* Create new art and graphic design pieces as desired.
* Your design work will be credited.
* Letters of recommendation will be provided.

**Time Commitment**: Flexible. Ideally, 8 to 15 hours per month, minimum 4

hours per month

# Attend initial planning meeting with library staff and other volunteers.

Follow-up meetings only as needed.

# Can work from home on your own time, on your own computer as desired.

**Length of Commitment**: Minimum 6-month commitment requested **Responsible To:** List who the volunteer will report to

**Contact Person:** Provide the contact name and information of the individual that interested candidates should reach out to OR provide information on how they can apply