



GRAPHIC DESIGNER

Reports To: Vice President of Publications

Overview: The graphic designer is an integral member of the publishing team. They are responsible for the visual component of the company's products. Their objective is to design aesthetically pleasing print and digital products that engage with our readers and offer our advertising partners effective vehicles to deliver their messaging. The graphic designer works on multiple publications and projects simultaneously. They may be asked to interpret instructions from an advertiser to produce a compelling advertisement in the morning, and later that day design features and departments for a quarterly B2B publication. Time management, attention to detail, the ability to work on multiple projects, and a creative vision that can be executed within the pages of a publication are essential to the success of this person.

This position will be responsible for design and production of BRAVA magazine, a bi-monthly publication for women in the Madison, Wisconsin area. Candidates who live near Lake Geneva or Madison are preferred as some in-office days each week are required.

Description

- Complete design and production of publishing projects: document set-up, page layout, ad placements, designs of features and departments, photo manipulation, text changes, preparing and submitting files for printing.
- Original design concepts for advertisements, media kits and other new collateral.
- Design of components for digital products such as advertising, e-newsletters, web sites, etc.
- Organize, manage and update photo libraries.
- Maintain file archives, creating full collects of each printed piece, and following established procedures for archiving advertiser files and other project files.
- Create digital publications through platforms such as BlueToad and Issuu.
- Actively collaborate with team members to develop stories, moods and themes through visuals that enhance our content.
- Listen to design needs; come up with ideas and communicate them to others.
- Stay on top of technology trends, best practices and new ideas in graphic design and typography.
- Understand, prioritize, and execute design-oriented tasks independently.

Qualifications

- 2-4 years of professional experience in graphic design.
 - Bachelor's degree in fine arts, graphic design or related field.
 - Working proficiency of Adobe CS: InDesign, Photoshop, Illustrator and Acrobat; experience in HTML and CSS preferred.
 - Excellent written and verbal communication skills; exhibiting a high level of creativity.
 - Highly organized and attentive to details, with ability to deal with multiple projects and deadlines.
 - Ability to work independently with minimal management input.
 - Excellent problem-solving skills, creativity and new ideas are a plus.
-

**Compensation and Benefits**

This is a full-time position with compensation commensurate with experience. We are looking for someone interested in growing with the company and committed to a long-term relationship. Most of our employees have been with the company at least 5 years. Benefits include medical and dental insurance; generous holiday, vacation and sick pay; maternity/paternity leave; profit sharing and bonus opportunities; free parking; flexible work environment; casual dress; fun employee perks and more.

Send cover letter and resume to Barb Krause at bak@ntmediagroup.com.
