



March 7, 2017

Job Announcement

PRODUCTION GRAPHIC DESIGNER

Portland Parks & Recreation (PP&R) is seeking an intermediate-level, production graphic designer to join our bureau-wide marketing team, which produces a wide variety of print and digital media throughout the year. This is a temporary position in a fast-paced environment located in downtown Portland. Hours vary week to week, but demand is expected to be high from April through September as we complete projects for summer events and campaigns. These projects include targeted event marketing, signage and wayfinding, banners, posters, flyers, brochures, catalogs, photo editing, and more. Digitally, this position may assist with content editing within the PP&R website (using portlandoregon.gov, a proprietary web-based content management system), social media communications across many platforms, email communications, and targeted messaging.

Responsibilities, Skills, and Knowledge:

- Using established design and branding guidelines, applicant must be able to adapt design and complete projects that meet strict standards.
- Applicant must be able to take projects from concept to completion, reviewing work with senior managers, taking direction, and meeting all production deadlines.
- Our environment is collaborative, but you also must be able to work independently and at a fast pace to keep up with graphic demands.
 - Excellent project management skills are required
 - Meet extreme deadlines
 - Handle multiple and competing work priorities at the same time
 - Handle multiple interruptions throughout the day
 - Consolidate input from multiple sources
 - Excellent organization and attention to detail
- Excellent communication skills, verbal, written, and visual
- Excellent copywriting, editing, and proofreading skills
- Experience with web content management – this includes writing, editing, posting text and photos using a WYSIWYG interface. Skills working with Google applications and analytics is a plus.
- This position does not have regular hours, but rather requires on-call flexibility. Some weeks you may work 40 hours, other weeks may only require 10 hours. Work demand is based on the cyclical nature of PP&R marketing. Summer work is the most demanding which runs from April through September

- Demonstrated ability to communicate to different target audiences using creative and culturally appropriate design elements. This includes designing to other cultures, non-English speaking communities, teens, and baby boomers.
- High- level accuracy with large amounts of programmatic/event content.
- The ability to speak, read, and write in languages other than English is a plus.
- Experience developing email using an email provider application, such as MyEmma or Constant Contact, is a plus.

Technical Experience

- Proficient with Windows based platform.
- Advanced level skills in Adobe Creative Suite and Microsoft Office. This includes InDesign, Photoshop, Illustrator, Acrobat Pro, Word, Excel, and PowerPoint
 - Layout of flyers, signage, banners, brochures, and more.
 - Editing PDFs
 - Photography editing and curation
 - Knowledge of vector-based images and logos
 - Documents, presentations, and spreadsheets using Microsoft Word and Excel
- Experience using social media platforms, such as Facebook, Twitter, Instagram, and YouTube, to communicate with the public, including creating events, daily posts, advertising, and reviewing analytics.

General Background Requirements

- Three to five years graphic design experience within a non-profit, government, or corporate setting.
- Demonstrated design ability to create modern, vibrant graphics and documents specifically for a wide, diverse community.

Salary - \$22-\$26 hour depending on experience.

To Apply:

Send a cover letter and resume - **three pages maximum**, as well as a link to your **online portfolio**. Applicants from the final pool of qualified individuals will be interviewed based on answers to the following supplemental questions (it is recommended to be brief and concise with your answers.)

Supplemental questions –

1. Describe your proficiency with graphic design and photographic editing using desktop publishing software to create visually appealing and engaging communications materials for multi-channel marketing outlets including print, large banners, web, email, and social media.

2. Describe your ability and experience following branding standards and using templates to create compelling designs.
3. Describe your ability and experience creating compelling communications materials to diverse audiences, including communities of color, immigrants, refugees, as well as different age groups such as teens and baby boomers.
4. Describe your ability and experience working with a wide range of individuals and personalities; dealing with competing deadlines; accepting and processing feedback and changes to a successful completion.

Deadline: Applications must be received no later than March 22, 2017. Please deliver by mail or email to Joan.Hallquist@portlandoregon.gov.

The Recruitment Process:

1. Each cover letter/resume will be evaluated. Only candidates who meet the minimum qualifications will be placed on an equally ranked eligibility list.
2. Incomplete or inappropriate information will result in disqualification.
3. Additional evaluation may be required prior to establishment of an eligibility list.
4. Interviews will be conducted after the final reviews. References will be required.

Send cover letter and resume to:

Joan Hallquist, Marketing Manager
Portland Parks & Recreation
1120 SW Fifth Ave., Suite 1302
Portland Oregon 97204
By email as an attachment: Joan.Hallquist@portlandoregon.gov

Direct all questions: Email Joan Hallquist at Joan.Hallquist@portlandoregon.gov or Sara Mayhew-Jenkins at Sara.Mayhew-Jenkins@portlandoregon.gov.

Portland Parks & Recreation values a diverse workforce and seeks ways to promote equity and inclusion within the organization. PP&R encourages candidates with knowledge, ability, and experience working with a broad range of individuals and diverse communities. PP&R encourages candidates that can fluently speak another language to include that information in your resume.

The City of Portland operates without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age or disability in accordance with the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice and related statutes and regulations, including Title II of the ADA, ORS chapter 659A, and Portland City Code Chapter 23. Title VI of the Civil Rights Act requires that no person in the

United States shall be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any City program or activity, on the grounds of race, color, or national origin.

To help ensure access to City programs, services and activities, the City will provide translations, will reasonably modify policies and procedures and will provide auxiliary aids or alternative formats to persons with disabilities. Any person who believes they have been aggrieved by an unlawful discriminatory practice may file a complaint with the Bureau or the City.

For accommodations, translations, to file a complaint or additional information, contact the Title VI/Title II Program Manager at 421 SW 5th Avenue, Suite 500, Portland, OR 97204, by email at title6complaints@portlandoregon.gov or by telephone (503) 823-2559, City TTY 503-823-6868, or use Oregon Relay Service: 711.