GRAPHIC DESIGNER
OFFICE OF EARLY CHILDHOOD

Salary Range: $36.00 HOURLY RATE
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

- Design documents, flyers, infographics, conference programs, social media graphics, and other communication materials.
- Meet with requesting program office and Office of Communications to gain an understanding of their project needs and desired format, including the final publication (i.e., printed hard copy, digital version, epub, etc.).
- Collaborate with Office of Communications to schedule projects to meet necessary timelines, budget constraints, and overall agency communications plan.
- Set parameters for print production and work with vendors to ensure final production quality.
- Create or incorporate illustrations, pictures, and designs to reflect the desired theme and tone of the communications.
- Select type size and style to enhance the readability of text and image.
- Use the appropriate colors and layouts for each project.
- Produce drafts for review by requesting program office and Office of Communications and make revisions based on the feedback received.
- Ensure final graphics and layouts are visually appealing and follow agency brand guidelines and style sheets.
- Review final productions for errors and ensure that final prints reflect requesting program office and Office of Communications specifications.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Associate degree in Design, Fine Arts, or related field.
- 5 years’ experience in graphic design with Associate’s Degree -OR- 3 years’ experience in graphic design with Bachelor’s Degree.
• Proficient in the use of the Adobe Creative Suite, including InDesign, Illustrator, and Photoshop.
• Proficient in the use of Microsoft Office.
• A strong portfolio of graphic design projects, including print layouts (i.e., flyers, programs, posters, postcards, reports, advertisements), logos, and illustrations.

APPLICATION PROCESS:
Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “Graphic Designer.” The following documents must be submitted:
• A completed MDE Application Form
• Three (3) Professional References

The deadline for applicants to apply is March 8, 2024.

INQUIRIES

• Dr. Jill Dent
  JDent@mdek12.org
  601-359-2932
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