

Production Artist/Graphic Designer

April 2017

If you like working with a talented team, being busy, having fun at work, and being part of the economic engine that helps drive the Greater Madison area, joining our creative crew could be a great fit for you!

The Company

The Greater Madison Convention and Visitors Bureau (GMCVB), and the Madison Area Sports Commission (MASC) are passionate about promoting the Madison area to visitors and locals alike. We do it by:

- Attracting new conventions, sporting events and competitions to the community.
- Providing expert service and support to people who visit Madison for events.
- Sharing relevant and timely information about all there is to see and do in our city.
- Conducting and analyzing tourism research.
- Building our local economy!

The Position

The Production Artist/Graphic Designer is a part-time (average 20-24 hours/week) position that is responsible for providing production services and graphic design for organization marketing and communications projects. This entails producing materials including, but not limited to, print advertising, collateral, stationery and business cards, event invitations and signage, posters, web media, outdoor media and presentations with some graphic design projects in the mix.

For more details and the job description click here [Production Artist.Graphic Designer Position Desc. 2017](#), or visit our website at <http://www.visitmadison.com/about-us/employment-opportunities/>.

The Minimum Qualifications

- Requires a minimum of Associates Degree in Graphic Design, Bachelor's preferred.
- Demonstrated knowledge of pre-production processes for print and other advertising media.
- Requires minimum 12-18 months in a production artist or graphic design position.
- Photography experience a plus.
- Data Asset Management and photo library software experience strongly preferred.
- Portfolio demonstrating creative excellence in a variety of formats and media.
- In-depth knowledge of photo sizing, scanning, cropping and color correcting processes.
- Proficiency in InDesign, Adobe Illustrator, Photoshop and Microsoft Office Suite (Word, PowerPoint, Outlook, Excel) within a PC based platform.
- Familiarity with postal regulations that impact direct mail design.

Why You Should Apply?

- Creative work with supportive, collaborative co-workers
- New office space on the vibrant Capitol Square
- Generous benefits package
- Promote the Madison area
- Help grow the local economy

How to Apply

Send **cover letter with salary requirements and resume** to resumes@visitmadison.com, or by mail to:

GMCVB
Recruitment
22 E Mifflin Street, Suite 200
Madison, WI 53703

Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration.