

THE COUNCIL OF STATE GOVERNMENTS

Job Description

Title: Production Artist / Part time  
Classification: G-3  
FLSA Designation:  
Reports to: Creative Services Manager  
Group: Membership Services—Communications  
Salary: \$15.00 per hour

**Responsibilities:**

- Preparing and laying out type using professional typography standards.
- Color correcting and manipulating photos.
- Gathering stock photography for publications.
- Creating maps, charts, tables and graphs.
- Updating content on the CSG Web site.
- Producing CSG's e-newsletter and other e-communications.
- Printing and finishing documents produced in-house on a digital press.
- Keeping detailed records and file sources for past and current projects.
- Meeting deadlines on a consistent basis.
- Additional duties as assigned.

**Required Skills**

*Artistic*

- Artistic ability, creativity and excellent attention to detail
- Applied knowledge of design elements, such as balance, color, typography and composition

*Communication*

- Excellent visual, verbal and written communication skills

*Technical*

- Intermediate-level software skills using InDesign, Photoshop, Illustrator, Dreamweaver, Contribute, Powerpoint and Acrobat
- Mac OSX
- Basic knowledge of color separation and printing processes/terminology
- Excellent typesetting skills

*Organizational and problem-solving skills*

- Ability to work in a fast-paced environment and meet tight deadlines

**Education:**

Associate degree and one year of professional experience; or the equivalent combination of education and experience in visual communications.

**APPLICATION DEADLINE: March 10, 2010.** Interested candidates should send a cover letter and resume to: <https://secured.csg.org/csg/jobs/>.

**CSG is an Affirmative Action/Equal Employment Opportunity Employer**