**NC STATE** Design Lab

**GRAPHIC DESIGN PRODUCTION ASSISTANT**

**SPRING + SUMMER 2017**

The Design Lab for K-12 Education is hiring a temporary, part-time Graphic Design Production Assistant for summer education programs. The Graphic Design Production Assistant will complete projects as needed for Design Camp, Summer Studios, and the Design Lab. In the spring semester (January-May 2017), job duties will include preparing marketing materials, signage, and other documents using the existing Design Camp and Summer Studios brands.

During the camp season (June-July 2017), the Graphic Design Production assistant will handle in-house and contract production jobs, and complete graphic design projects as needed. This position will be responsible for completing projects on schedule and working within project budget, and is expected to keep organized, digitally packaged project files, and archive them regularly. The Graphic Design Production Assistant has the opportunity to see his or her work as the 2017 visual identity for Design Camp, a nationally recognized design education program with a decades-long history at NC State University.

**PROJECTS INCLUDE:**

- Creating graphics for the 2017 Design Camp + Summer Studios themes
- Producing durable wayfinding signage for programs
- Updating the Design Camp + Summer Studios informational poster and camp related materials
- Producing nametags for Design Camp + Summer Studios
- Laying out and printing group posters for programs
- Producing posters and handouts for Design Camp activities
- Creating t-shirt and bag graphics
- Preparing templates for Design Lab print assets
- Preparing and uploading graphics for the Design Lab website and social media
- Assisting with the production of Design Lab marketing materials

**QUALIFICATIONS:**

- Experience with Adobe Creative Suite, Macintosh Operating System, Microsoft Office, Excel expertise preferred
- Experience merging information from database to a layout
- Excellent personal and digital organization and communication skills
- Ability to work quickly and within an existing brand
- Portfolio, resume, and letter of interest required (for student applicants we also require two letters of recommendation)
- Experience doing production work and working with professional printers a plus
- 3-5 years experience producing graphic materials preferred
- Accredited graphic design degree a plus

**COMPENSATION:**

$10-15/hour commensurate upon experience

**WORK SCHEDULE:**

Varies depending on project.

Work hours will typically be during business hours (Monday-Friday, 9:00am-5:00pm). Some after hours and weekend work may be required during Design Camp.

**HOW TO APPLY:**

Please visit design.ncsu.edu/designlab/jobs and click on the link for “Graphic Design Production Assistant”.

Early application is strongly encouraged! The deadline for applications is December 21, 2016.

**QUESTIONS?**

Please contact Kathleen Collier, Coordinator of Pre-College Programs
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