

**TIPPECANOE COUNTY PUBLIC LIBRARY
JOB POSTING**

Communications Assistant (Graphic Artist)

Have an interest in converting great ideas into designs? Want to use visual messages to connect with thousands of community residents? If yes, we would love to hear from you! Tippecanoe County Public Library seeks a Graphic Artist to join our team. Use all formats of promotional marketing tools and social media to get graphic messages about library activities across to our community residents. The Graphic Artist that we seek will have the following skills and qualities:

- Creativity
- Excellent writing and graphic design abilities
- Desk top/online publishing ability and experience
- Proficient with Mac and PC, and a general knowledge of website management
- Spreadsheet, database and some word processing software experience
- Ability to work independently
- Consistently achieve short turnaround times while maintaining high quality of work

Compensation and Benefits:

Starting pay is \$17.02 - \$19.14/hr commensurate with relevant work experience, skills and education. Excellent benefits package with options for health insurance. Paid leave benefits include paid holidays, vacation, and personal. Indiana Public Retirement System/PERF retirement benefits are included.

This is a 40-hour per week position. Job Description and TCPL employment [application](#) located at the library website at: <https://tcpl.lib.in.us/library-careers/>. Please submit a TCPL [application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

JOB OBJECTIVE:

Perform key functions to market and promote library services and programs including but not limited to the production of printed and online promotional messages. Maintain the library foundation's donor management system and perform duties related to donor acquisition, retention and renewal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Marketing and Communications (80%)

- Write, produce, design and distribute communications products
- Create graphic content for e-marketing, advertisements, & press releases
- Maintain and update the Library Foundation's online presence
- Undertake communications website work as directed
- Assist with special events and distribute supplies for meetings or events
- Other duties as assigned and/or required

Library Foundation Management (20%)

- Maintain the foundation donor management system
- Perform support functions related to grantsmanship and donor acquisition, retention and renewal
- Prepare regular reports
- Understand the necessity of, and maintain, confidentiality of library use and donor relationships

QUALIFICATIONS:

Education:

College and office computing/desktop publishing coursework preferred

Previous Experience:

Two years Marketing, Graphic Design and Administrative work-related experience preferred

Must have desk top/online publishing ability and experience

Must have excellent writing and graphic design abilities

Proficient with Mac and PC, and a general knowledge of website management

Spreadsheet, database and some word processing software

General business and office experience

Skills:

Must have exact and precise office skills: keyboarding, filing, alphabetical and numerical organization, data entry

Must be able to work under pressure

Must be able to pay close attention to detail

Must be able to work independently

Must have good telephone skills

Must be cooperative with all donors, staff, vendors