

Job Description: Part-Time Graphic Designer

Summary:

Appleton Monthly Magazine is a general interest, full-color monthly magazine celebrating the active lifestyles and businesses in Appleton, the Fox Cities, and surrounding communities. Our readers expect us to give them news, features, and events that are clear and concise presented in a clean and inviting format. Appleton Monthly can be found at over 525 selected high-traffic vendor locations.

Appleton Monthly Magazine is looking for an experienced graphic designer in the Fox Cities area who has exceptional attention to detail, excellent communication skills, a respect for deadlines, and a demonstrated knowledge of the Adobe Creative Suite software on the MacOS platform. This position is for approximately 20-30 hours per month.

Primary Responsibilities:

- Collaborate with the editor, senior graphic designer, and publisher to develop a monthly publication with articles and strong visual concepts for stories throughout each issue
- Design article layouts, spreads, and approve final designs before publication
- Select, crop, and adjust images for optimal quality and fit. Create illustrations or adapt stock imagery as needed
- Ensure all designs align with the established style guide and the Appleton Monthly Magazine brand
- Troubleshoot design-related issues that could affect deadlines
- Manage and maintain organized files and assets for print and digital use
- Work within the monthly deadline to deliver final assets to printer and senior graphic designer for print and digital use

Professional Expectations:

- Exceptional attention to detail
- Proficient in consistently meeting deadlines
- Strong written, verbal, and interpersonal communication skills
- Excellent organizational capabilities
- Regular communication with publisher and senior graphic designer

Qualifications:

- Associate or Bachelor Degree in Graphic Design required
- Prior experience in page layout design preferred
- Proficient in Adobe Creative Suite software on the MacOS platform