



## Graphic Designer (Web & Print)

### Overview

We are seeking a Graphic Designer to join our publishing team. As part of a professional, customer-oriented team this permanent full-time position is responsible for designing and producing layouts for a wide range of Conference Board material, both on the web and in print, following corporate branding standards. The scope of work includes research publications, marketing materials, HTML e-mails, web pages, newsletters, course catalogues, advertisements, stationery, etc.

This position reports to the Manager, Publishing is available immediately and is located in Ottawa.

### Principal Duties

- Design of websites and HTML e-mails, publications, catalogues, marketing materials.
- Design of templates for print and web.
- Layout of templated reports, brochures, stationery, web pages.
- Production of charts and tables.
- Design of exhibits, diagrams, and icons.
- Photo-editing and retouching using Photoshop.
- Revision and verification of editors' mark-ups to post-layout publications.
- Production of PDF files for electronic publishing and print.
- Print management (prepping and sending files to printer; reviewing proofs; quality check of printed copies).
- Keeping up-to-date with current graphics software and processes.
- Consulting with publishing colleagues and Conference Board staff on production and graphic design trends/issues and branding initiatives.
- Ongoing interaction with production coordinators, editors, printers and freelance production artists.

### Skills and Qualifications

- Post-secondary graphic design diploma.
- 3+ years of experience as a graphic designer in both web and print in a corporate environment with a strong diversified graphic design portfolio that includes links to web design examples.
- Extensive experience in Adobe InDesign, with strong skills in style sheet usage, layout of long documents, developing and working with templates.
- Extensive experience in Adobe Creative Suite, in particular Illustrator, Photoshop, and Acrobat.
- Experience using web Content Management Systems (CMS).
- Experience with MS Office including Word, Excel, Outlook.
- Very well organized, and able to handle multiple projects and production deadlines.
- Accurate, with excellent attention to detail.
- An effective team player, with excellent communication skills.
- Registered Graphic Designer designation (R.G.D.) a strong asset.
- Experience in Dreamweaver, Flash, Fireworks, video-editing an asset.
- Experience in HTML and CSS following W3C standards an asset.

Please click on this link to apply for this job:

<http://www.conferenceboard.ca/hr/GraphicDesigner.aspx>