

## **Key Peninsula News**

### **Position description**

#### **Title**

Key Peninsula News Graphic Designer (contracted work)

#### **Terms**

Part-time, renewable contract; contractor responsible for own taxes; aprox. 10-15 hrs/month

#### **Requirements**

Flexible hours during a 10-day production window, some work may be done during the rest of the month. Strong organizational and communication skills.

#### **Qualifications**

Graphic design experience including knowledge of design basics, digital photo processing and typography. Newspaper or ad design experience a plus. Photoshop knowledge required; Quark highly desirable; Pagemaker, InDesign and Illustrator a plus. Ability to produce press-ready ads under deadline meeting advertisers' criteria.

#### **Responsibilities**

Design and produce monthly newspaper advertisements, including new ads and updates of existing ads. Work closely with the sales agent to receive ad instructions, materials from the advertising clients and to provide proofs for clients when required. Coordinate advertisement corrections and changes. Coordinate ad production and other timelines with the layout coordinator, and provide print-ready, advertiser-approved ads to layout coordinator on established deadline. Maintain logs and records as necessary to assure copy placements are handled properly. Other duties may be assigned by the executive editor. Additional opportunities for special section ads and page design may be available.

To apply, send in your resume, letter of interest, and 3-5 samples of your work to Key Peninsula News, attn: HR; PO Box 3 Vaughn WA 98394 or email to [jobs@keypennews.com](mailto:jobs@keypennews.com)