

GRAPHIC DESIGNER – PART TIME

Providence Business News, southern New England's leading business publication, is looking for a graphic designer to work on a part time basis. We provide news via print and digital platforms and host numerous live and virtual events throughout the year.

Essential Duties and Responsibilities:

- Assist production director in preparing files for print. Includes working closely with sales, editorial and event marketing department in a fast-paced environment.
- Preparing all issues for digital upload, both as website posts and digital eBook editions.
- Help with creating and/or scheduling digital ad and promotional materials for PBN.com and newsletters.
- Creation of ad campaigns for print, website, social media and email in collaboration with advertising and marketing staff.
- Production and/or updating of sales and event materials.

Qualifications and Requirements:

- Bachelor's degree in graphic design or related field
- Minimum of 3 years professional publications design experience.
- Proficient with Adobe Creative Suite programs (InDesign, Photoshop, Illustrator, Acrobat).
- Working knowledge of WordPress as well as email, social and ad serving platforms and other marketing software tools.
- Familiarity/knowledge of HTML and CSS a plus.
- A solid foundation in layout and typography.
- Ability to meet deadlines, as well as juggle and prioritize several projects at once.
- Ability to find creative solutions with quick turnaround times.
- Strong attention to detail a must.
- Self-starter who can work independently, as well as collaborate with others and communicate ideas clearly. A team player with good sense of humor and collaborative spirit.
- Ability to handle multiple tasks and stay organized.

To apply, send an email with the subject line "Designer Candidate" to Anne Ewing, at Ewing@PBN.com. explaining why you think you are the right person for the job, along with your resume, references, and samples of (or links to) emails, landing pages, websites and other work you are proud of. No phones calls please.