JOB OPPORTUNITY

Position: **UW Livable City Year Graphic Designer**
Hours per week: 10–19 hours/wk during academic year, more in the summer
Application Deadline: Position open until filled
Start date: Upon hire, or flexible
Compensation: $20/hr for graduate students, $16/hr for undergraduate students
Location: remote, with occasional meetings in Gould Hall

ABOUT LCY

UW's Livable City Year initiative is a partnership between the university and one local government for one year, working on city-identified projects around livability and sustainability. The university is partnering with the City of Bellevue for the 2018–2019 academic year. Each Livable City Year project culminates in the creation of a final report that is written, edited, and designed by students. The reports cover a diverse range of urban issues, including but not limited to: housing policy, pollution, storm water, homelessness, food justice, infrastructure, and environmental justice.

DUTIES AND RESPONSIBILITIES

The UW Livable City Year (LCY) Graphic Designer is responsible for the final report documents for the Livable City Year program. These reports are based on the work done by students in a class or project group at the University of Washington over one or more terms. Other duties would include the refinement and assistance in developing a consistent graphic identity for the LCY program materials. The work would continue through Spring and Summer quarters.

Duties include:

- Using the existing LCY-branded InDesign template, lay out text and images into consistently-formatted reports to be delivered to the LCY partner city in print and electronic format.
- Consult with the student report writer, report editor, and LCY Program Manager to ensure that report writers are developing graphic materials that will adhere to a consistent report quality and format.
- Production of professionally-printed, bound reports to be delivered to city staff; manage communication with print professionals to ensure that deadlines and graphic expectations are met.
- Convert all reports into accessible web documents based on UW standards.
- Create a template and assist each student in generating a poster summarizing their report for an annual poster session.

- Meet with LCY team as necessary to assess work progress.
- Meet LCY deadlines for drafts and final edits.

QUALIFICATIONS

- Excellent Adobe InDesign skills, including in-depth knowledge of styles and the use of template pages in documents up to 100 pages. Sample work is requested.
- Understanding of print-quality graphic standards including image and file size; ability to work with students to ensure print-quality graphics as well as adherence to copyright criteria.
- Basic Adobe Photoshop or Lightroom skills (e.g., cropping, file size, color management, proper image management for Photoshop/InDesign integration).
- Meticulous attention to formatting detail as well as editing, spelling, and grammar within the graphic elements. Adherence to Chicago style.
- Provide a clear and consistent line of communication to the Report Editor, Program Manager, and students regarding the format and aesthetic of their reports.
- Thorough organizational skills and understanding of Google Drive group file management.
- Ability to work quickly and collaboratively under a deadline.
- A professional design sensibility with solid graphic design skills.

CONDITIONS OF EMPLOYMENT

- This position is part-time; 10-19 hours per week during the academic year, with the opportunity for additional hours during the summer. The hours vary depending on the stage in the report production process.
- Position is open to graduate and undergraduate students with the appropriate qualifications.
- Compensation estimated at $20/hour for graduate students and $16/hour for undergraduates. The employee must complete bi-weekly timesheets and submit them for approval.
- The position begins spring quarter 2019 and runs through the summer, with an opportunity for rehire in the 2019 – 2020 academic year.

HOW TO APPLY

Submit resume, cover letter and at least two graphic design samples to Teri Thomson Randall, LCY Program Manager, terir@uw.edu.

For questions, contact:

Teri Thomson Randall
UW Livable City Year Program Manager
terir@uw.edu
206-221-9240

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