

Iowa City Public Library
POSITION VACANCY ANNOUNCEMENT
www.icpl.org

To: All Current City Employees and the General Public
From: Iowa City Public Library
Date: March 5, 2020

Library Intern: Graphics
Administrative Services
Part-Time/Hourly position
Salary \$13.00/hour
Hours: 15-20 hours/week during academic year and 30 hours/week during summer months
Schedule: Monday – Friday, hours between 8:00 am – 5:00 pm
Periodic evenings and weekends

SUMMARY:

Under supervision of the Community and Access Services Coordinator, assists the Library Graphics Assistant and Public Relations Specialist in designing and creating library publications, signs and displays. Helps prepare graphics for library website and distributes library publications. Assists in photographing library events. Supports other library art and graphics-related needs.

EDUCATION AND EXPERIENCE:

Enrollment as an undergraduate in graphic design or related area required. Coursework in graphics or related area required. One year of experience in production design and publication production preferred. Experience designing website graphics preferred. One year working with the public preferred.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of design, layout, and production using Adobe CC software in a PC environment. Knowledge of photographic techniques and skill in operating 35mm SLR and digital cameras. Skill in operating scanners, graphics tools, and related equipment.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

The staff member is regularly required to talk or hear, frequently required to sit, and occasionally required to stand and walk. The employee must be able to lift boxes, equipment, and materials weighing up to 50 pounds. The staff member must occasionally lift and/or move up to 10 pounds and must be able to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The noise level is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION:

To apply, please visit the City's Self Services website at www.icgov.org/jobs to complete the City of Iowa City online employment application. Resume and portfolio required. Must pass criminal background check. **Last day to apply is April 2, 2020.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an affirmative action employer. Applications from females and minority group members are encouraged.