

# ST. HELENA PUBLIC LIBRARY

## Volunteer Position Description

### *Library Arts Program Graphic Artist*

**Position Overview and Impact:** Did you know your library is a cultural hub and place for art appreciation, artistic expression and discovery in the community? Help the library by creating promotional materials to be used in print and electronic marketing campaigns.

#### **Key Responsibilities:**

- Select or create appropriate artwork to be used with approved copy in print and online promotional content.
- Use approved branding formats to create print and online promotional content.
- Meet deadlines for distribution of print and online content as assigned.
- Select or create appropriate artwork for use in print and online promotional content.

#### **Qualifications:**

- Ability to employ the most effective way to get messages across in print and electronic media using a variety of methods such as color, type, illustration, photography, and various print and layout techniques.
- Organizational skills for the purposes of meeting distribution deadlines.
- Ability to use email, including opening and sending attachments.
- Ability to use computers, printers & scanners (access provided by the library as needed)
- Ability to use Microsoft Word and Publisher (Knowledge of Adobe Photoshop and other similar programs is also desirable, but not required).
- Ability to use Adobe Acrobat Professional
- Ability to use and search the Internet

**Training and Support Provided:** The Library will support this position by providing training about the Library Community Arts Initiative and providing opportunities for the volunteer to participate in developing specific programs as desired. The volunteer will be kept informed of all Initiative developments, programs and opportunities. The Library

will be open to innovative and inventive ideas. The Library will provide access to computers, printers and software applications as needed.

**Benefits of Volunteering:**

- Share your skills in graphic design to help the library achieve its vision of being an innovative, cultural hub and place for art appreciation and learning in the community.
- Learn new computer applications for creating graphic documents.
- Create new art and graphic design pieces as desired.

**Time Commitment:**

Flexible. Ideally, 8 to 15 hours per month, minimum 4 hours per month

**Attend initial planning meeting with library staff and other volunteers.**

Follow-up meetings only as needed.

**Can work from home on your own time, on your own computer as desired.**

**Length of Commitment:**

Minimum 6 month commitment requested

**Responsible To:** Library Director and/or Children's Librarian as appropriate

**Contact Person:** Jennifer Baker, Library Director, 967-2805

*Date Revised: 1/09*