

Visual Communications Coordinator

Corporate Performance Department
Communications Division

(Two permanent full-time positions available)

Posting No. 199(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Provides creative direction and consultation of visual communications from the development and production of concepts to the final artwork for print and digital promotional and collateral materials.
2. Plans and coordinates the production of visual communications including graphic design, print design, web graphics, video/motion graphic videos, and photography.
3. Develops and maintains the City brand and sub-brands including corporate graphic design standards, guidelines and templates to ensure the correct application
4. Develops, produces, and implements the booking and placement of media advertising.
5. Assists with the implementation of communication and action plans to promote participation in the programs and services.
6. Maintains and coordinates a digital photo and video library for the purpose of editing, selection, and distribution.
7. Assists with writing copy and proofreading publications and other promotional materials and collateral
8. Coordinate and manage vendor relationships as required.
9. Performs other related duties as assigned.

QUALIFICATIONS:

- Degree in graphic/ visual communication or a related field plus four years progressively responsible experience in graphic design and/or advertising, including the production and placement of various communication tools use in the graphic arts industry or advertising media.
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- Graduation from a recognized two year post-secondary graphic/visual communication, graphic and digital design or related field plus six years progressively responsible experience in graphic design and/or advertising, including the production and placement of various communication tools use in the graphic arts industry or advertising media.
- Demonstrated ability in conceptual design, creative development and art direction, print and digital graphic design, and print production and scheduling.
- Demonstrated skill in the use of both PC and Macintosh platforms, including operating systems and software such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Bridge, Adobe Lightroom and Adobe Acrobat Pro, Adobe Premier Pro and Adobe After Effects, and Microsoft Office applications.
- Current knowledge of changing design trends, techniques and related software, digital file management and archiving, digital animation, photography, computer illustration, mixed visual media, and basic HTML.
- Thorough knowledge of branding and working within a visual identity system, graphic design techniques, typography, digital file formats and applications, colour/halftone image resolution and correction, trapping, pdf workflow and manipulation, and knowledge of print bindery including die cuts, paper stock and preflighting and troubleshooting of digital files.
- Considerable knowledge in implementing, production and placement of communication tools using a variety of promotional tools and advertising media.
- Ability to prioritize duties and responsibilities, make decisions, and meet deadlines with minimal supervision.
- Ability to express ideas and concepts effectively in oral and written form.
- Ability to establish and maintain effective working relationships with colleagues, supervisors, suppliers, the graphic arts industry and the media.

SALARY:

\$5,101.58 to \$5,624.52 per month (2016 rates)

CLOSING DATE:

Wednesday, April 18, 2018