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Contract: On-call/project basis

Experience: 2-3 years

Education: Diploma in Graphic Design Production or similar

Pay: Negotiable on experience/skills

Schedule: Project Based (On-Call, Day, Evening, Weekend)

DESCRIPTION:

The Contract Graphic Design/Layout Artist will quote and complete client design projects including:

- Portfolio page layouts
- Website concepts & internal page layouts
- Layout of Brochures, Ads, Booklets and Banner layouts based on existing concept
- Layout of Flowcharts for Project Planning
- Layout of Presentation Slides for Powerpoint Projects

TECHNICAL SKILL REQUIREMENTS:

- Adobe Creative Suite 4 or 5 (Photoshop, Illustrator, InDesign, Bridge and Acrobat) with ability to edit images, compose images, layout ad/text material, understand file formats and cross-program workflow
- Microsoft Office (Word, Powerpoint, Excel)
- Mac OSX/PC Platforms
- Apple Mail/Outlook/Webmail Email Clients
- Familiarity with Firefox, Safari, Internet Explorer and Google Chrome internet browsers
- Familiarity with FTP clients
- Familiarity with web safe font practices

PERSONNEL SKILL REQUIREMENTS:

- Excellent Organization & Prioritization
- Excellent Time Management
- Superior Attention to detail
- Ability to communicate openly through written/oral mediums
- Ability to offer creative solutions and input to Production, Accounts and Web staff if required

HOW TO APPLY:

- 5-10 piece creative portfolio (should include most recent works and show a range of web and print samples in PDF format, 5MB maximum size)
- Resume with or without cover letter

Contact: careers@fpm3.com

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