



UNCLASSIFIED JOB ANNOUNCEMENT

Posted March 8, 2016

Senior Graphic Designer, Nevada Magazine

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is located in Carson City.

AGENCY RESPONSIBILITIES:

The Nevada Department of Tourism and Cultural Affairs consists of the Division of Tourism, including Nevada Magazine, the Division of Museums and History, the Nevada Arts Council and the Nevada Indian Commission. The Department has administrative offices in Carson City and Las Vegas, as well as state museum locations in Carson City, Reno, Ely, Las Vegas, Overton and Boulder City.

APPROXIMATE ANNUAL SALARY:

Up to \$55,176 maximum annual salary plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION LOCATION: Carson City, Nevada

POSITION DESCRIPTION:

Reports to: Art Director, Nevada Magazine

GENERAL DESCRIPTION: The Production Manager position resides within the Department of Tourism and Cultural Affairs, Nevada Magazine and is located in Carson City. The position is responsible for the production of the magazine and other related publications and projects. Under the supervision of the Art Director, duties include, but are not limited to:

- Developing, administering, and tracking all production schedules with staff
- Designing magazine page layouts and historical calendar
- Designing logos, maps, charts, and other magazine layouts
- Creating illustrations, charts and maps
- Maintaining and updating nevadamagazine.com
- Back up all publications produced by the magazine
- Maintain an annual production calendar of all products
- Assist with maintenance of photo database, including capturing information on photos submitted to the magazine as well as archival organization of photos
- Manage freelance photo submissions

TO QUALIFY:

EDUCATION and EXPERIENCE: Bachelor's degree in Fine Arts in Graphic Design programs OR at least three years design experience.

BASE KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Successful candidate needs to have an in-depth knowledge of WordPress, Adobe Design Suite and basic Microsoft Office. Also must understand best practices on Facebook, Twitter, Instagram, Google + and other social media sites. Must be artistic and have strong verbal, visual and written communication skills. Creativity is a must. Must be able to meet strict deadlines, manage time and stay on schedule.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Email: rharris@admin.nv.gov

or hardcopies can be mailed to:

Dept. of Administration, Agency HR Services

Attn: Rachael Harris

400 W. King Street, Ste. 406

Carson City, NV 89703

Phone 775-684-0249

In subject line please include: How You Heard About This Job/Last Name/Senior Graphic Designer

The State of Nevada is an Equal Opportunity Employer