CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SENATE REPROGRAPHICS
GRAPHIC DESIGNER
(SACRAMENTO, CA)

Are you interested in supporting the legislature? Do you like working in a fast-paced dynamic environment? Senate Reprographics provides in-house, full-service print shop support to the California State Senate. The Graphic Designer position creates projects submitted by various member offices, which also includes printing to a wide array of print devices including high-end image setters, large format printing to plotters, high-end four color process printing in a PDF work flow environment.

Under the supervision of the Manager of Senate Reprographics and the Production Supervisor, the Graphic Designer is responsible working with the clients to create their design within set deadlines.

JOB DUTIES
Create, design, update, and edit graphics for jobs submitted by Senate staff including brochures, mailings, tables, charts, covers, graphics, letterhead, business cards, business forms, displays, reports, and flyers. Use industry standard Mac based environment that includes InDesign, Photoshop, Illustrator, and Adobe Acrobat. Scan, edit, crop, and save to via pre-existing file photos for archiving. Creating and proofreading electronic files for output on various printing publications.

DESIRED SKILLS AND KNOWLEDGE
Thorough knowledge of Mac design software mentioned above. Page layout, color theory and typography. Comprehensive understanding of principles and techniques of design such as line, shape, texture, space, size, value, color, balance/symmetry and proportion/scale. Techniques of interpreting statistical data. Assimilate ideas and concerns from a variety of customers, and use design and production elements to convey desired impact to a specifically targeted audience. Strong writing and verbal communications skills. Work independently and in a team environment easily. Prioritize tasks and work within tight deadlines. Self-starter. Excellent customer services skills.

POSITION QUALIFICATIONS:
A 4 year degree or Certificate of Graphic Design from an accredited or recognized professional institute in the program areas of graphic design, art design, visual communications,

or computer graphics. If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOACATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

Salary starting at $3,724 per month.

Applications will be accepted until position is filled.

SUBMIT RESUME AND SENATE EMPLOYMENT APPLICATION TO:

Victoria Ramos, Manager

Senate Reprographics

1020 N Street B-7

Sacramento, CA 95814

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