



CANADA'S LARGEST CRAFT SHOW PRODUCER FOR OVER 25 YEARS

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## Graphic Designer (Web & Print)

Full-Time and/or Part-Time position

### OVERVIEW

We are seeking a Graphic Designer to join our team in the By Ward market area in Ottawa. The selected candidate will be responsible for producing a wide range of print collateral such as flyers, posters, and newspaper ads. The individual will also be responsible for maintaining and developing show industry websites and online marketing materials.

### REQUIREMENTS

- Design and develop website pages
- Design and develop HTML e-mail templates
- Design of flyers, signage, billboards and posters
- Editing and re-touching photos in Photoshop)
- Exporting PDF files for web
- Preparing and sending files to the printers
- Ongoing interaction with management
- Keeping current with graphics software and processes
- Occasionally required to work in the administration office at show events

### SKILLS AND QUALIFICATIONS

Post secondary Graphic Design diploma

3+ years of combined experience as a Graphic Designer in both print and web

- Experience with ADOBE CREATIVE SUITE APPLICATIONS, specifically, INDESIGN, ILLUSTRATOR, DREAMWEAVER, PHOTOSHOP
- Ability to work in both PC AND MAC SYSTEMS
- Well organized and detail oriented
- Experience in MS OFFICE APPLICATIONS including WORD, EXCEL, OUTLOOK and MS ACCESS
- Experience with Quark Express an asset
- Programming abilities (MS-SQL and/or MY-SQL) an asset
- Experience with FLASH is an asset
- Effective team player in a small office environment
- Follow W3C STANDARDS
- Knowledge of social media applications.

**Please forward us 4 samples of your work or a link to your website and send your resume to:**  
**careers@signatures.ca**