

NEW YORK CITY COUNCIL JOB POSTING

Position	Design & Event Production Associate	Work Hours	9:00AM – 5:00PM varied late night and weekends
Division	Events & Production Services	Open Date	09/22/2006
Number of Positions	1	Close Date	Until filled

DUTIES AND RESPONSIBILITIES

The Events and Production Services Unit is seeking a team member to assist in the production of design work and special events for the Council. This is a design-heavy position with opportunities to serve a critical role in the production of Council events.

This individual will assist in all aspects of the Events and Production Services unit, including but not limited to:

- Design and revision of specific graphics projects (fliers, newsletters, signage, etc.);
- Production of event materials (invitations, signage, planning tools, etc.);
- Participation in the planning and production of events (meeting attendance, determination and documenting of graphics needs, monitoring of related progress) ;
- Regular reporting on personal work flow and status of all projects.

REQUIREMENTS

The ideal candidate will be organized, with the ability to create and maintain personal organization/tracking tools as needed. The ability to manage time wisely and balance numerous projects at a time with care and attention to detail is a must. Broad, sophisticated communication and interpersonal skills is required as well as being a team player with a willingness to share responsibilities with others. A fast learner with interest in learning new skills while polishing existing ones and being a self-starter with a demonstrated track record of showing initiative to move projects forward is highly sought. Availability to work flexible days/hours.

Minimum of two years of experience required with proficiency and creativity in Adobe Suite a must – especially InDesign, Illustrator, Photoshop; able to supply portfolio of past work/demonstrate skills and Microsoft Office suite – especially Word and Excel.

Bachelor's degree preferred; but not required. Multilingual a plus.

New York City residency required within 90 days of appointment.

HOW TO APPLY

Qualified candidates should forward a cover letter, resume and work sample to:

MAIL: New York City Council
Attn: Administrative Services/EPS
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
