AHA Design and Publications Graphic Designer Open Position Announcement

(29-August-17) – AURORA, COLO. – The Arabian Horse Association (AHA) is seeking a full-time, design and publications graphic designer based in Aurora, Colo.

General responsibilities include generating art and design for AHApublications including national show programs (primary focus), *Arabian Horse Life Magazine*, and AHA related marketing collateral. Must maintain a high level of corporate identity in ads and various print and web projects. Coordinates with in-house and outside contacts to develop design concepts and assist in ad copywriting when necessary, taking designs through review stages and final production formatting, for all AHA publications. A knowledge of print production for professional offset, sheet-feed or roll-fed press is absolutely required. A knowledge of horses is a plus, and knowledge of the Arabian horse breed a major plus.

Core competencies for this position include: excellent communication skills, both written and verbal; solid project management skills; competency of print; initiative and creativity; judgement/integrity; cooperation/teamwork; quality of work; and reliability and steadiness under pressure.

Primary Responsibilities:

- Producing high-end print and digital media for AHA publications (i.e., show programs, marketing campaigns and web media, and contribute to *Arabian Horse Life Magazine*,)
- Print production knowledge with sheet-fed presses, CMYK, single color process and 5th color processes
- Other projects such as forms, flyers, certificates, logos, newsletters, booklets, multi-page brochures, posters and other promotional materials
- Excellent technical knowledge of pre-press workflow and file systems for professional, large-scale production press
- Excellent project management skills
- Ability to take feedback from department directors, board members and several show commissions
- Photo scanning, image manipulation and image correction as needed to improve quality of ad design and other projects
- Work within tight budgets, track production time, embrace project work orders and maintain other forms of paperwork relating to all projects
- Must be Mac system proficient, good with MS Office and excellent with Adobe Creative Suite Software (Illustrator, Photoshop and especially InDesign). Cross-platform knowledge in Windows to assist staff with graphic files who are not using MACs
- Must be a team player, able to receive direction while at the same time able to give direction and work independently as needed

ARABIAN HORSE ASSOCIATION^{SM}

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Education and Expertise Required:

- BFA or BS degree in Commercial Art, Publication Design or Graphic Design and 3 years professional graphic design experience with prior demonstration in print projects.

- Skill and knowledge level of print publishing, typography, grid structures, paragraph and character styles, book export, design and layout of 4-color printing, spot color and graphics. Digital media skills in web graphics (RGB, 7dpi for websites and social media). Magazine design, layout, and production experience highly preferred. Outstanding proofing and editing skills with a multitude of graphic file types. Good writing skills are very helpful. Macintosh operating system experience required. General horse knowledge desired.

- Customer-service driven; detail and accuracy oriented; extremely organized; quick learner and self-motivated. Good at budgeting, requesting print bids, tracking invoices and staying on print budget. Good at communicating with in-house coworkers as well as out-of-state and out-of-country print houses. Ability to identify a problem and initiate the resolution process; establish priorities and multi-task with concurrent deadlines. Proven ability to work with individuals with all levels of personalities and all levels of technical expertise; and effectively communicate technical concepts to technical and non-technical customers. Demonstrated aptitude for learning new technologies. Flexible and change oriented. Able and willing to work overtime as required.

Hardware/Software Knowledge and Skills Required:

- Mac OS: Intermediate-Advanced level

- Print Production: Advanced level in 4-colsor offset and sheet-fed printing required. Desktop scanners and printers

- InDesign: Advanced level. Can quickly and efficiently build appropriate layouts in InDesign; able to efficiently utilize Style Sheets, Master Pages, and Libraries and Preflight; can set up appropriate color builds for print jobs in single color, CMYK, spot varnish, foil or other required special effect as needed. Can troubleshoot InDesign file and printing glitches

- Photoshop: Advanced level. Understands JPEG, TIFF, PNG, PDF and GIF and knows when to use each format and be able to effectively convert from print to web; understands file-sizing,

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scanning, layer masks and clipping path manipulation, and how to build gradients. Must be adept at color and photo correction

- Illustrator: Intermediate level. Understands the purpose of vector files; able to build simple illustrations and manipulate pre-built vector files; and able to cleanly import vector images into Photoshop and InDesign

- Acrobat Pro: Intermediate knowledge of creating ads and publications for Acrobat. Can extract and add pages to PDF files. Can decipher notations made by clients in PDF files within Acrobat. Able to produce print-ready PDFs and understands trim and bleed presets

- MS Office (Word and Excel): Basic knowledge

The position is for in-house only. Salary is based on level of experience and expertise. Please email a copy of your resume and cover letter to Mikayla.Boge@arabianhorses.org.

AHA is a major equine association serving 84,000 Arabian, Half-Arabian and Anglo-Arabian horse owners across North America. AHA registers and maintains a database of more than one million Arabian, Half-Arabian and Anglo-Arabian horses. AHA produces championship events, recognizes over 400 Arabian horse shows and distance rides and provides activities, education, and programs that promote breeding and ownership.