



**Publication and Graphic Designer
Service Contract
JOB POSTING**

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| Position Title: | Publication / Graphic Designer Contractor |
| Position Term & Type: | Deliverable contract – with possibility of future projects |
| Location: | Ottawa, Canada |
| Contract Manager: | Program Manager - Parliaments |
| Estimated Start Date: | December 1, 2018 (flexible) |
| Application Deadline: | November 25, 2018 |
| Language profile: | Fluency in English or French |

ABOUT US

ParlAmericas is the institution that promotes parliamentary diplomacy in the inter-American system. Composed of the 35 national legislatures from North, Central and South America and the Caribbean, ParlAmericas facilitates exchanges of parliamentary good practices and promotes cooperative political dialogue.

JOB SUMMARY

Under the direction of the Program Manager - Parliaments the **Publication and Graphic Designer** will be contracted to build an in-house template for the visual design and layout of the ParlAmericas Year in Highlights publication. Ideally, the **Publication and Graphic Designer Consultant** should work on a PC environment and will be using a computer and software made available in the ParlAmericas office.

DELIVERABLES

- Develop using InDesign the layout and design of a 40 page standardized report to respond to vision and concept design communicated by ParlAmericas
- Propose colour palette options
- Propose graphics and layout (with rounds of revisions)
- Photo correction for print (including logos) – all images will be provided
- Provide final editable files (in a PC compatible file format) + PDF print-ready (with hyperlinks)

QUALIFICATIONS

- Proven graphic design experience and production of similar publications
- Advanced proficiency working in Design Software (Adobe Photoshop CC 2018, InDesign CC 2018, Illustrator CC 2018) and MS software applications
- Experience maintaining production schedules and ensuring quality control of final products
- Superb attention to detail
- Adaptive design eye and skill and ability to absorb and apply feedback
- Eligible to work in Canada

Please send C.V. and portfolio of your work, no later than **Sunday, November 25, 2018** to info@parlamericas.org. Please include reference to your hourly rate for design services. The subject line should read: **Publication and Graphic Designer Contract**.

We thank all who apply, but only those selected for an interview will be contacted.