

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Contractual Graphic Designer
Graphics and Printing
Office of Operations and Support Services (OOSS)

Salary: \$20.00/hour

Application Deadline: Open Until Filled

Team Member Benefits: [Click Here to Learn More](#)

Position Summary:

The Graphic Designer conceptualizes, analyzes, and creates a wide variety of products, including stationery, booklets and brochures, charts, posters, tent cards, signage, book covers for all in-house published books, newsletters, invitations, programs, menus, nametags, and logos. To accomplish this, the Graphic Designer collaborates with customers and the other design staff, with final approval from management. The position requires both artistic/creative ability and technical knowledge. The department receives special requests for events and publications each year which require the ability to take raw information and convert it into visual and textual presentations which suit the customer's needs, intent, and message, and then adjust designs according to customer feedback.

Qualifications:

- Bachelor's degree in graphic design or related field required.
- Experience in Windows OS and Microsoft Suite, QuarkXPress, Adobe Cloud, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, and PowerPoint.
- Capable of using design and production tools including the Intuos Drawing Tablet, the mounting and laminating assembly, and the department's digital photography and lighting equipment.
- Capable of working with various office machines, including scanning equipment, copiers, and printers
- Demonstrated ability to work successfully under pressure, communicate professionally and manage multiple concurrent tasks
- Availability for extended overtime and shift work (nights and weekends) as required to meet legislative deadlines
- Ability to lift 30 lbs.

To Apply:

- **Email Resume and Cover Letter** to jobs@mlis.state.md.us and include code 27-22. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.