



**GRAPHICS DESIGN CONTRACTOR  
for  
PARTNERS IN AMPHIBIAN AND REPTILE CONSERVATION (PARC)**

PARC is an inclusive partnership dedicated to the conservation of reptiles and amphibians and their habitats. Our network includes individuals from local, state and federal governments, zoos and aquariums, non-governmental organizations, industry (e.g., pet trade, forest products), museums, nature centers, universities, research laboratories, environmental consultants, private contractors, and more. The diversity of our membership makes PARC the most comprehensive conservation effort ever undertaken for amphibians and reptiles. For more information, see <http://parcplace.org/>.

We are seeking to contract a Graphics Designer who will be responsible for the overall design and graphics/visuals for use in PARC's annual report, and possibly other projects such as infographics, flyers, fact sheets, the PARC Strategic Plan, and other publications. See past examples of annual reports here: <http://parcplace.org/about/annual-reports/>.

**Duties include, but are not limited to:**

- Creating designs, concepts, and layouts based on knowledge of layout principles and aesthetic design concepts
  - Choosing photos from PARC's SmugMug account
  - Selecting colors, images, text style, text size, and size and arrangement of illustrative material
    - Making suggestions for transforming text or data into visual graphics and diagrams, callout boxes, headings, etc.
- Thinking creatively to produce visually appealing products
- Working with PARC's Conservation Communications Intern on content and layout
- Submitting drafts to PARC's National Coordinators to review design and content, incorporating feedback and edits before printing or publishing
- Working with PARC National Coordinators and printers to develop print-ready and web-ready files

**Time required:** The busiest time of the year for the Graphics Designer is late November through mid-January when the annual report is produced. This task is the largest and most time consuming for the Graphics Designer, averaging approximately 5-10 hours per week.

**Compensation:** This is a contracted position with hourly compensation; the amount per hour will be discussed, commensurate with experience, up to a maximum of \$50/hour.

The contractor will be provided with performance evaluations. Extension of the contract is contingent upon satisfactory performance. If not performing adequately, guidance will be provided on what measures need to be taken to improve and succeed.

College Credit: We encourage students to speak with their professors about eligibility for credit for this experience; PARC will provide certification of hours worked or other required information for academic departments.

**Desired qualifications:**

Demonstrated experience in producing compelling and creative design products (examples will be requested)

Written communication skills a plus; please highlight any experience with writing and editing text for print publications in addition to design work

Ability to absorb and apply recommendations for changes from PARC's National Coordinators

Keen attention to detail

Effective time management skills and the ability to meet deadlines

**Benefits to the contractor:**

- Professional graphic design experience, and products to add to a portfolio
- Access to PARC's network, providing valuable connections with leaders and experts in the amphibian and reptile, and general conservation fields

It is possible that additional projects may come available in PARC, based on budget availability and the demonstrated performance and strengths of the selected contractor.

**Length of Term:** Project-based, with potential for extension

**Duty Station:** There is no fixed work site for this position. All work will occur remotely.

**To apply, you must submit the following to PARC's National Coordinators at [parc\\_coordinators@parcplace.org](mailto:parc_coordinators@parcplace.org) no later than **Wednesday, September 12, 2018**:**

1. A brief resume or curriculum vitae (2 pages or less highlighting your most pertinent experience)
2. A cover letter or letter of interest
  - a. Include:
    - i. Why you want the position
    - ii. The unique qualifications you would bring to the job
    - iii. What you would like to get out of the experience
3. Three professional references
4. 2-3 examples of previous graphics design work, particularly print publications