



## SYRACUSE CULTURAL WORKERS

# JOB OPENING

## Design & Production Coordinator

*To be filled as soon as possible*

posted 10-16-2020

**Time:** Full-time

**Salary:** \$13.50/hour *In 2020 we were able to offer generous bonuses to staff, we hope to raise wages in 2021.*

**Benefits:** Health insurance, vacation after one year, 8 paid holidays and 5 paid personal days and \$250 of free SCW products per year. Exciting, challenging, supportive, cooperative, committed workplace.

**Hours:** 9 am - 5 pm, Mon - Fri, some flexibility including for partially remote working during the pandemic

**Office Location:** 400 Lodi Street, Syracuse, NY

### Responsibilities:

- Work closely with Art Director Karen Kerney
- Coordinate design and production of new products, catalogs and marketing pieces
- Work with printers and sales reps to assure timely and effective production
- Participate in SCW's Creative Team to develop inspiring new products
- Create requisition orders for all printed paper products and interface with printers
- Work with customers on custom-imprinted orders
- Participate in the committee which develops the annual Women Artists Datebook
- Work with artists on file formats needed and getting contracts signed
- Design weekly emarketing images
- Send Purchase Orders to vendors for paper products, T-Shirts, buttons, stickers, etc.
- Respond to regular email correspondence
- Collaborate with the full staff; attend monthly staff meetings and annual staff retreat to make the business successful

### Requirements:

- Good people skills, online and in-person
- Reliable, responsible and accountable
- Strong computer proficiency (Photoshop, InDesign and Illustrator experience - MAC)
- Flexibility and ability to multi-task effectively
- Accurate and detail-oriented
- Work well under pressure/deadlines
- Able to use independent judgment and make decisions and work effectively as part of a team
- Commitment to SCW's mission – including our work to eradicate racism and all forms of oppression in our workplace, community and world
- Drivers License and access to car helpful

***Since 1982, Syracuse Cultural Workers has helped create a culture that honors diversity and celebrates community; that inspires and nurtures justice, equality and freedom; that respects our fragile Earth and all its beings; that encourages and supports all forms of creative expression.***

SCW is a peace and justice publisher selling both retail and wholesale through our catalog and website throughout North America. SCW's 16 person staff is creative, hardworking and committed to making a difference in the world. If you are a person of integrity looking for a challenge, apply now.

**Please send resume and DETAILED letter of interest (why you're a good fit for this job) to:**

Syracuse Cultural Workers, PO Box 6367, Syracuse, NY 13217

800-949-5139 x22, Fax: 315-475-1277

Andy Mager, [andy@syracuseculturalworkers.com](mailto:andy@syracuseculturalworkers.com)

**SCW IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER**