

Graphics Coordinator

Job Description

Special Skills: Proficient in desktop publishing (combine text and graphics to layout pages) with access to applications such as Adobe InDesign or Microsoft Publisher, and ability to export files to PDF for print vendors, and posting on web.

Job Description

1. March: Quilt Fair Logo. Develop 3-6 concepts and get approval on one from Quilt Show Chairperson(s).
 - a. Save in high resolution (TIFF or EPS) and send to newsletter chair and Program Coordinator.
 - b. Save in low resolution (GIF, JPG, or PNG) and send to web specialist.
 - c. Paste into MSWord and send to Quilt Show Chair(s).
2. April: Opportunity Quilt Tickets. Layout 8-up (or per print vendor's specifications) with room for number stamp. Indicate perforation.
3. May: Postcard. Typically 4 X 6 but can be larger. Often depicts Opportunity Quilt on front. Get photo from Opportunity Quilt Chair. Typically we print 2,500-3,000. Business With Pleasure in Scotts Valley is a preferred printer.
4. Good prices on web—try www.4by6.com or www.psprint.com.
5. October: Entry Form. Work with show layout coordinator and chairperson(s) to edit last year's entry forms. Double check all dates. Submit PDF to Newsletter editor by November Trailing Thread Newsletter submission deadline and Quilt Show webmaster.
6. October: Poster(s). Lately we do 8.5 X 11 and 11 X 17. Quantities depend on planned distribution—coordinate with Quilt Show Chairs and Publicity Coordinators.
7. January: Publicity Ad (if applicable). For other local guild newsletters or local newspapers. Same look and feel as poster. Get specifications from Publicity Coordinator.

Note: This job, combined with Program Coordinator, may be compensated, negotiate fee with Quilt Show Chairman.