



JOB POSTING #13-25

Title: Graphic Artist 1 (Graphic Designer)
Location: Burlington County Library, Westampton

Salary: \$49,600
Open: 07/18/2025

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2024 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Burlington County Library System (BCLS) seeks a Graphic Artist 1 (Graphic Designer) to support the library's mission by creating compelling visual materials that engage the community and promote library services, events, and other offerings. As part of the marketing team this role involves working closely with departments to design both print and digital assets that communicate effectively across a variety of platforms. Responsibilities include:

- Design a wide range of marketing materials such as flyers, posters, signage, advertisements, and other high-quality visuals.
- Adapt designs for various mediums such as social media, email newsletters, library website, and other platforms as needed.
- Ensure visual consistency with the library's brand guidelines across all platforms.
- Flexibility to adjust designs based on feedback and evolving project requirements.
- Prepare and package files correctly for professional printing, including color correction, bleed setup, press-ready file formats, etc.
- Stay up to date on design trends.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Strong conceptual design skills, including typography and layout expertise.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, etc.).
- Proficiency in Microsoft Office (Word, Outlook, Excel, and Planner).
- Familiarity with various file formats and preparing files for both print and digital distribution.
- Ability to work independently in a fast-paced environment.
- Ability to manage time efficiently to deliver high-quality designs on schedule.
- Excellent written and verbal communication as well as administrative, organizational, and interpersonal skills.
- Ability to craft motion/video content and basic knowledge of photography principals a plus.



REQUIREMENTS

Graduation from an accredited college or university with an associate's degree in graphic design or multimedia, plus one (1) year of work experience involving graphic arts, and a solid portfolio of work demonstrating a wide range of skills and mastery of design concepts.

SCHEDULE

Full-time (37.5 hours), Monday-Friday with occasional evenings and weekends.

WE OFFER

BCLS offers a full benefits package that includes health, dental, vision, and prescription coverage; paid sick, vacation, personal, and holiday time off; retirement program (pension) and deferred compensation, and more.

TO APPLY

Submit a cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by 08/15/2025 with **Job #13-25** in the subject line. Please include examples of both print and digital design work.