# bcls

## JOB POSTING #23-25

**Title:** Graphic Artist 1 (Graphic Designer & Multimedia Specialist)          **Salary:** $49,600
**Location:** Burlington County Library, Westampton          **Open:** 09/29/2025

## 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 Designer & Multimedia Specialist) to support the library's marketing and communications efforts 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.
- Capture, edit, and retouch professional-quality photographs of library programs, services, and events.
- Produce, edit, and compile videos showcasing library initiatives and programs.
- Adapt photos, videos, and designs for various mediums, such as social media, email newsletters, the library website, and other platforms as needed.
- Ensure visual consistency with the library's brand guidelines across all platforms.
- Collaborate with library staff to ensure visual content aligns with library branding and messaging.
- 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).
- Demonstrated understanding of video and audio production techniques.
- Familiarity with various file formats and preparing files for both print and digital distribution.
- Proficiency in visual storytelling, animation, and graphic design techniques.
- Experience creating content for social media and community engagement.
- Ability to work independently in a fast-paced environment and to manage time effectively to deliver high-quality designs on schedule.

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.*

- Excellent written and verbal communication as well as administrative, organizational, and interpersonal skills.
- Flexibility to adjust designs based on feedback and evolving project requirements.

## 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 flexibility to work 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 cover letter and resume as PDF attachments to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us) by 10/20/2025, with **Job #23-25** in the subject line. Please include examples of both print and digital design work.